**Alamance Partnership for Children**  
**Incredible Years / Kaleidoscope Coordinator**  
**Job Description**

<table>
<thead>
<tr>
<th>Job Title: Incredible Years/ Kaleidoscope Coordinator</th>
<th>Reports to: Program Director</th>
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<tbody>
<tr>
<td>Department/Activity: Family Services/Incredible Years (IY)</td>
<td>Classification: Exempt</td>
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<tr>
<td>Supervises: IY child care providers and contracted IY facilitators</td>
<td>Number of hours per Week: 40</td>
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**Incumbent:**

**Objective:**
To oversee all aspects of the Incredible Years Basic Parenting Program and the Kaleidoscope Play & Learn program offered by the Alamance Partnership for Children.

**Responsibilities:**

### Incredible Years Basic Parenting Program
- Obtain and maintain IY certification.
- Coordinate all IY parenting sessions, including the following:
  - Scheduling appropriate child care coverage;
  - Scheduling IY facilitators;
  - Reserving space for sessions;
  - Coordinating and planning for meals;
  - Maintaining accurate attendance rosters to be completed by facilitators; and
  - Organizing and collecting all evaluation data.
- Facilitate IY sessions as needed.
- Recruit families for IY sessions.
- Provide continued support to families re: consistent attendance.
- Follow up with referrals for IY families in need of additional resources.
- Maintain IY budget and monitor spending.
- Apply for grant funding.
- Organize and maintain all client records in accordance with Partnership procedures.
- Maintain and report all data for evaluation purposes.
- Order and maintain inventory of all IY related supplies and materials.
- Work with staff from Prevent Child Abuse (PCA) to maintain model fidelity.
- Participate in in-service trainings with the agency.
- Assist in additional tasks assigned by Executive Director and Program Director.

### Kaleidoscope Play & Learn Program
- Plan and facilitate Kaleidoscope playgroups.
- Recruit families for playgroups.
- Refer families in need of additional services.
- Schedule new playgroups as needed.

**Requirements:**

**Education/Experience:**
Bachelor’s Degree in Human services area required. Experience with IY or other evidence-based parenting program required.

**Special skills/Training:**
Excellent oral/written communication skills;  
Confidence working and speaking with parents and families;  
Ability to multitask and maintain flexibility when needed;  
Initiative to work independently;  
Competency with computer skills, especially Microsoft Office applications and internet search engines.
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<th>Additional education/experience/skills/training preferred:</th>
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<td>IY certification &amp; Trained in Kaleidoscope Play &amp; Learn.</td>
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Interested candidates should send resume with cover letter to humanresources@alamancechildren.org. No phone calls please.