

**GREENE LAMP, INC
JOB DESCRIPTION**

TITLE: **Male Involvement Specialist I**

PROGRAM: **Head Start/Early Head Start/Early Head Start- CCP**

DEPARTMENT: **Family Development**

REPORTS TO: **Parent Involvement Coordinator**

BASIC FUNCTION:

1. To assist in planning and coordinating parent involvement activities in the Head Start/Early Head Start program.
2. To plan and coordinate the Head Start/Early Head Start Male Involvement Responsibilities including but not limited to activities, meetings, and community outreach in conjunction with the Parent Involvement Coordinator community agencies.

**DUTIES AND REQUIREMENTS:
Parent Involvement**

1. Assists Parent Involvement Coordinator in writing and updating annual Parent Involvement Plan.
2. Conducts program activities as outlined by the Head Start Performance Standards.
3. Assists Parent Involvement Coordinator in writing, requesting, and monitoring area budgets.
4. Assists Parent Involvement Coordinator coordinate with appropriate committees to confer on the annual plan and budget.
5. Requests essential supplies on appropriate requisition forms.
6. Monitors area activities.
7. Arranges and negotiates workshop presenters.
8. Maintains inventory of equipment and supplies required to implement and coordinate the male involvement program.
9. Assists in collecting, compiling, and monitoring volunteer and in-kind data.
10. Plans and conducts male program orientation sessions.
11. Monitors and schedules male involvement meetings, ensures that monthly male involvement meetings are held and coordinates activities, including male-child activities.
12. Arranges transportation for males to attend meetings.
13. Assists with monitoring the expenditures of the Parent Involvement area.
14. Works with the Family Development Case Managers with mutual families and works with them on goal outcomes and documentations.
15. Prepares and submits monthly reports of male involvement activities and Parent Involvement as assigned.
16. Encourages parent participation in program activities.
17. Assesses training needs of male's involvement and plans training opportunities for males based on needs assessments and male requests as it relates to male involvement.
18. Submits documentation of training opportunities provided.

19. Assists in planning, designing, writing and distribution of the program's monthly newsletter, the *News Express* for Head Start/Early Head Start Programs.
20. Recruits volunteers and in-kind donations.
21. Coordinates Head Start/Early Head Start male involvement related activities with families.
22. Assists with other related activities as assigned by the Parent Involvement Coordinator and Senior Director.

Other Agency Requirements

1. Establishes and maintains receptive working relationships within the community, Agency staff, and administrators.
2. Understands and follows lines of authority.
3. Comprehends Agency Personnel Policies and Procedures and handbooks.
4. Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency.
5. Provides continuous follow-up.

WORKS CLOSELY \WITH:

Senior Program Director
 Head Start/Early Head Start Coordinators
 Head Start/Early Head Start Parents
 Head Start/Early Head Start Males Involvement Participants
 Head Start/Early Head Start Teaching staff
 Local agencies

QUALIFICATION CRITERIA:

Two year degree in Social Work, Criminology, or related Human Services field
 Ability to work with low-income families and males.
 Annual Physical Exam

SALARY RANGE: Grade IV, Parent/Male Specialist

 Employee Signature/Date

 Supervisor Signature/Date
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