

## **JOB DESCRIPTION**

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**Position:** Part-Time Grow Project Facilitator

**Division:** Education

**Employment Classification:** Non-Exempt

**Reports To:** Programs Supervisor

**Supervises:** None

**Summary/Purpose:** The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Grow Facilitator provides engaging instruction that introduces parents/caregivers of children aged 5-10 years to evidence-based curricula and practical strategies to support their child's development. This role emphasizes guiding parents in fostering positive, developmentally appropriate interactions, managing their own and their child's stress, and encouraging healthy lifestyle choices. By facilitating learning around common, real-life parenting situations ("everyday moments"), the Grow Facilitator aims to enhance positive parenting practices, strengthen stress management skills, and promote healthy behaviors in children. The ideal candidate is an excellent communicator capable of effectively recruiting and engaging parents, and can independently deliver a hybrid version of the Grow curriculum. Ideally, this individual should be detail-oriented, highly organized, and adopt a positive, compassionate approach to educating and supporting families.

### **Qualifications & Requirements:**

**Education:** Minimum of a Bachelor's degree in Education, Psychology or related field of study. Successful completion of the 8-hour Grow Program Facilitator training required within two months prior to initial GROW implementation.

**Experience:** 1- 2 years of facilitating group trainings is preferred.

**Mental Concentration:** Moderate concentration intermittently

**Interruptions:** Occur regularly

**Physical Demands:** Medium physical effort (up to 30 lbs.) in a predominantly sitting environment. Potential eye strain.

**Special Demands/Requirements:** Alternative hours, alternative locations. Driving, travel and potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation (validated yearly minimum).

**Confidential Information Used:** Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

### **Essential Job Duties: to be performed with or without reasonable accommodation**

Duties may include any or all of the following: This list is intended to be representative.

1. Assures project compliance in accordance with activities and processes as described in the application.
2. Develops and implements project plans, procedures, proposals and reports.
3. Prepare for each session according to the Grow Parenting Education Program Manual and facilitate required discussion.
4. Recruit and register 60 parents from existing PIC services and the broader community.
5. Deliver the hybrid version of Grow Parenting Education four to six times over the project period.
6. Collection of project data and reporting of outcomes in required scheduled sessions with clearinghouse

researchers.

7. Administer and collect online surveys from program participants
8. Develop and apply knowledge of county services to make appropriate referrals or recommendations of service providers
9. Complete marketing and outreach for the project, through networking and education to early learning agencies and individuals.
10. Attend all recruitment and assigned events, professional development trainings, and meetings with individuals, parents, public and private agencies as necessary.
11. Perform other duties and assist in special projects as assigned or requested.

**Corporate Expectations:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**HOURLY WAGE:**

\$30.00/hour

**HOURS PER WEEK:**

PT not to exceed 29 hours/weekly  
Possible non-traditional