



JOB DESCRIPTION

Family Support & Services Director

The Family Support & Services Director is responsible for all timely decisions concerning the Grapevine's Family Support Programs in close collaboration with the Executive Director. Reports to the Executive Director. Supports family support program staff and their professional development, maintains program flexibility for the benefit of families while ensuring the high quality of all family support programs including Better Beginnings, Better Beginnings for Babies, the Learning Vine Preschool, Hillsborough based playgroups, Kinship Navigation and Home Visiting Programs. The Director oversees special and topic focused family support and parenting education programs. Specific responsibilities include:

Program Support: Support existing family support programs.

- Convene and facilitate regular program staff discussions to make program decisions, reporting decisions as appropriate to the Executive Director
- Determine where staff support is needed and review plan for support with the Executive Director as appropriate
- Provide input on the program budget for the development and management of that budget, as requested by the Executive Director.
- Oversee program and administrative staff annual update of program packets.
- Ensure timely communication with families who have been absent and work with the parent facilitator and staff on families and/or children who need special attention or intervention
- Conduct annual job evaluations and determine areas for support and development
- Ensure that programs are adequately supplied and that purchasing is within budget
- Oversee quarterly program planning and develop program information for the calendar and program flyers
- Other responsibilities as assigned by the Executive Director

Program Development and Administration: Work with the Executive Director in the administration of existing family support programs, and in the development of programs.

- Gather ideas from staff for family support program planning, to include program days and times, vacation/summer/evening programs, outreach activities, open houses etc. and finalize said plan with the Executive Director
- Develop registrations and program packets, with input from staff, by the start of fall programming and ensure that packets are distributed to families
- Receive time off requests from family support staff and ensure program coverage as necessary
- Receive and approve monthly timesheets for Family Support staff
- Plan and coordinate family support outreach activities, in collaboration with families and program staff
- Develop and ensure the administration of family support program evaluations, review with program staff and report to families; ensure data is recorded.
- Assist with grant proposals and reports for family support programs and assist, as needed and available, with other fundraising
- Coordinate with school and other professionals on behalf of families, as needed
- Attend family support related meetings outside of The Grapevine as needed and able
- Special projects and events as assigned or as identified and agreed upon
- Other responsibilities as assigned by the Executive Director

General

- Represent the organization at community, partner-organized and other collaborative and related events, after determining staff and volunteer resources available and value of the event to Grapevine families and to the organization
- Provide information to the Executive Director for program advertising, news releases, calendars, etc.
- Other responsibilities as assigned