



kids on the move

Child Development & Family Resources

## Fatherhood Involvement Specialist Intern for Early Head Start

**Qualifications:** Training and experience in fields related to social, human, or family services or in non-profit management. Preferred: Bachelors Degree or in process of accomplishing degree. An understanding of family systems, family service work, and community service systems. Must have good computer skills (Publisher, Word, PowerPoint, etc.) and very good organizational skills; ability to partner with community members, staff and parents, build skills in others through effective delegation, and act as a supportive team member. Have the ability to communicate effectively, maintain confidentiality and a positive attitude, and act consistent with a belief in the dignity and respect of all people are keys to success in this position. **A male with Spanish language ability is preferred.**

Must provide own reliable transportation. Valid driver's license and verification of car insurance. Must pass background check and TB skin test. Willing to work variable hours, including some evenings and occasional Saturdays.

**Responsibilities:** Supports the EHS Education Manager through planning and promoting Father/Father Figure Involvement in all aspects of Early Head Start.

- Advertise and promote the FACT (Fathers and Children Together) program.
- Perform Father/Father figure involvement co-visits to encourage adult males to be involved in the program and in their children's lives.
- Coordinate the FACT Reading & Activity Program and Incentive System
- Work with Education Manager and FACT parent representative to plan quarterly FACT activities
- Spend time in EHS 0-3 classrooms providing male involvement for the children
- Generate flyers for Parent Involvement activities.
- Assist with involving parents in Discovery Group activities
- Attend Parent Activities, Discovery Group, and FACT activities as possible. These are held throughout the work week and an occasional Saturday.
- Provide support and assistance to Parent Involvement Specialist as needed.
- Create and implement applicable project as needed.
- Record and report on fatherhood involvement efforts

**Application Instructions:** Interested applicants should e-mail a resume and cover letter to [mhyde@kotm.org](mailto:mhyde@kotm.org). Please include the semester you are interested in working and the requirements of your internship.