



JOB DESCRIPTION

JOB TITLE: Imprints Cares Community Leader – Family, Friend & Neighbor

JOB CODE: CLFFN-0223

Status: Part-Time Non-Exempt

Imprints Cares is an early childhood education nonprofit. Our mission is To Nurture Children for Lifelong Success. Imprints Cares Community Leaders are responsible for building authentic relationships in the community, supporting staff with community events and initiatives, and serving as an ambassador for the services and resources offered by Imprints Cares. The FFN Community Leader will work with our Family, Friend, and Neighbor (FFN) provider educators to support informal childcare providers in the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Collaborate with community members to foster strong relationships through the Family, Friend, and Neighbor program.
- Recruit families for services offered by Imprints Cares.
- Support staff and community partners to promote program awareness and outreach.
- Plan and facilitate provider connections, play-and-learns, and other group connections with staff members.
- Assist staff with preparing for visits, group connections, and other events as needed.
- Contact families about upcoming visits and events.
- Serve as an ambassador of Imprints Cares and our mission driven work.

CORE COMPETENCIES

- Good written, oral, and interpersonal communication skills with the ability to work courteously and effectively.
- Organized and able to manage time effectively.
- Strong commitment to accountability and engagement.
- Demonstrates integrity with a strong work ethic; can work independently and under minimal supervision.
- Adheres Imprints Cares statement of confidentiality policy.
- Able to lift boxes of books up to 20 pounds

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

MINIMUM QUALIFICATIONS

- Must be 18 years of age; high school graduate or equivalent preferred.
- Team player who works collaboratively with others.
- Respectful to the beliefs and values of others.
- Exhibits self-confidence, cooperative attitude, dependability, and a strong moral compass.

REPORTING RELATIONSHIP

The Community Leader will report directly to the Assistant Director of Parents as Teachers (PAT) with a secondary reporting obligation to the Director of PAT.

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