

**Job Title:** Seibel Program Lead**FLSA Classification:** Non-Exempt**Revised:** 1.30.2025**Status:** Part-Time**Reports to:** Family Support Services Coordinator, Parenting Resource Center

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**POSITION SUMMARY:**

This position supports the work of the Parenting Resource Center, Inc. (PRC), a leading nonprofit committed to strengthening community through resources, services, and prevention education to promote healthy, safe lifestyles for families within communities. The Seibel Program Lead requires a combination of administrative skills, communication abilities, and commitment to contributing to the Seibel Center's goals. The mission of the Michael H. Seibel Visitation and Exchange Center (Seibel Center) is to facilitate the exchange and visitation of children by and between custodial and non-custodial parents with a positive, healthy environment in which to interact, offering them a place where family vulnerability to violence and trauma will be reduced.

**ESSENTIAL FUNCTIONS:**

1. Coordinates the scheduling of new program participants and orientations.
2. Maintains completed documentation and updates case files.
3. Provides general administrative support, such as filing, data entry, and maintaining records and documents.
4. Advocates for children and families by offering appropriate feedback and referrals.
5. Handles incoming and outgoing correspondence and communication on behalf of the Seibel Center.
6. Returns phone calls and emails in a timely manner.
7. Assists in creating a trauma informed environment within the Seibel Center.
8. Ensures proper implementation of procedures and rules.
9. Assists in collecting, organizing, and analyzing data to support program evaluation and reporting.
10. Drafts, edits, and distributes program-related communications, including emails, reports, and presentations.
11. Assists in budget tracking, expense reporting, and procurement for the Seibel Center.
12. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
13. Coordinates use of facilities for program activities.
14. Provides a safe environment for all participants.
15. Supervises and observes family interactions including intervening when necessary.
16. Assists in maintaining a clean facility.
17. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in a timely manner.
18. Communicates the mission, vision, and values of the Parenting Resource Center to everyone who comes in contact with the program and organization.
19. Have a flexible schedule. Be able to work 20-25 hours per week with most hours being 8:00-4:30pm
20. Flexible work hours between the Operating Hours of 8:00am-8:00pm Monday-Sunday. Must be able to work at least two weekends per month.
21. Performs other duties as assigned.

## **PRC COMPETENCIES (Team Leader):**

***Mission Advancement:*** Models and teaches the Parenting Resource Center's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***Personal Growth:*** Shares new insights. Facilitates change; model's adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **STANDARD RESPONSIBILITIES OF ALL EMPLOYEES:**

All employees are responsible for the following:

- Maintain the vision, mission and values of the Parenting Resource Center.
- Remain up to date regarding the various programs of the Parenting Resource Center.
- Remain up to date regarding agency policies and procedures and perform all functions in accordance with the Parenting Resource Center policies and procedures.
- Provide the highest quality of customer service consistent with the Parenting Resource Center's values and standards.

## **QUALIFICATIONS:**

Minimum Qualifications:

1. High School Diploma or equivalent required.
2. Two years of experience working with families and children.
3. Proficiency in office software such as Office 365
4. Minimum of 1 year working in the Human Services Field.

Preferred Qualifications:

1. Administrative experience preferred.
2. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

## **LICENSE/CERTIFICATION REQUIRED:**

1. CPR, First Aid and AED certification upon hire or within 60 days of hire
2. Must pass a state criminal background check.
3. Must have a valid driver's license.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit, reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 plus pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, push, squat, sit, crouch, walk, kneel, twist, pull, reach with hands, sit, stand for an extended period of time, run, throw, swim, Climb ladders, walk, shovel snow, plow snow, have finger dexterity, grasp, talk, hear, have visual acuity, vocal projection and perform repetitive motions..
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities to monitor the environment and well-being of members.
- Must be capable of working under pressure in a somewhat disruptive environment.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Ability to travel locally to meetings.