



AVANCE PERSONNEL POSITION DESCRIPTION
Toy Instructor

JOB TITLE: Toy Instructor

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Exempt- .25 FTE
SUPERVISOR LEVEL: NO
REPORTS TO: New Hope Baptist Church Site Coordinator

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR’S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

NEW HOPE BAPTIST CHURCH SITE COORDINATOR

DATE

SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position is responsible for teaching mothers enrolled in the AVANCE Parent-Child Education Program how to make educational toys and to coordinate with the Coordinator/Parenting Services and other service providers to meet the needs of the children and parents. As required, this position will temporarily perform duties of other service providers (i.e., Toy Instructor, Child Care, etc.)

ORGANIZATIONAL GOALS OR OBJECTIVES: By providing support and education services to low-income families, AVANCE strives to strengthen the family unit; to enhance parenting skills which nurture the optimal development of children; to promote educational success, and to foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES AND STANDARDS

DUTY 1:

Conducts the Toy Making class of the AVANCE Parent-Child Education Parenting Curriculum.

1. The work involves review of detailed toy instructions, possibility sheets, current parenting class lectures and other support material before each toy making class.
 - a. Reproducing sufficient handouts
 - b. Sews, cuts and otherwise prepares materials for each class.
2. Conducts toy making sessions.
 - a. Provides detailed explanation on how to make each toy.
 - b. Demonstrates each toy construction step, as necessary.
3. Demonstrates activities and learning objectives for each toy.
4. Observes conversations and comments among participants that indicate assistance may be needed.
5. Meets with the Parent Educator/Coordinator of Parenting Services to discuss progress and needs of participants.
6. Promotes good will, respect, and empathy among participants.

DUTY 2:

Plans, organizes, and coordinates the Toy Making activities of the AVANCE Parent-Child Education Program, ensuring it complies with the AVANCE mission and policy requirements to meet parent and children needs.

1. Establishes yearly Toy Making schedule consistent with Program schedule.
2. Coordinates Toy Making activities with the Parent Educator/Coordinator of Parenting Services and other service providers (Home Visitor, Child Development Instructor, etc.).
 - a. Ensures Parent Educator/Coordinator of Parenting Services has sufficient possibility sheets for class
3. Identifies and purchases supplies and materials needed to support Toy Making classes.
4. Prepares a sample of each toy to be used as a demonstration set for participants and visitors.
5. Organizes and maintains a storage and retrieval system of materials used for Toy Making classes.
 - a. Maintains inventory of supplies and materials
6. Conducts performance measures as directed by Site Coordinator and Project Coordinator.
7. Provides advice to supervisor of significant issues and problems related to work accomplishment.
8. With the help of the Parent Educator/Coordinator of Parenting Services establishes local policies and procedures for conducting Toy Making classes
9. Participates in and helps foster a team environment.
 - a. Temporarily performs duties of other service providers when needed.
10. Prepares and transports all necessary materials and supplies to each Toy Making location.
(For Outside the AVANCE center)

DUTY 3:

Supports special projects and other activities associated with the AVANCE Parent-Child Education (Core) Program.

1. Obtains donations of supplies for Toy Making activities whenever possible.
2. Participants in special fundraising events.
3. Helps organize special events (Thanksgiving Banquet, Christmas Party, etc.) and field trips (Circus trip, graduation, etc.) for participants.
4. Identifies need for and participates in special projects and initiatives and performs special assignments.
5. Helps recruit Program participants.

DUTY 4:

Performs a variety of administrative duties related to the Toy Making portion of the Program.

1. Maintains Toy Making information and prepares a variety of reports and/or feeder information according to AVANCE national and local format and schedule as required.
 - a. Completes required documentation and ensures information such as number of participants attending classes and number of toys made.
 - b. Maintains sign-in sheets for Toy Making classes.
 - c. Maintains proper financial records on purchases.
2. Establishes and maintains suspense dates in order to submit required documentation/information, on services provided to participants, to AVANCE national and the various funding sources, with follows-ups as appropriate.
3. Ensures a clean, neat and attractive area for toy making classes.
4. Ensures available space is left in original condition. (*For Outside the AVANCE center*)
5. Maintains any additional information or records required by each funding source.

DUTY 5:

Performs additional duties as required.

SECTION IV - KNOW LEDGES, SKILLS, AND ABILITIES (KSA)

1. Enjoys doing arts and craft projects
2. Ability to instruct others in a classroom setting.
3. Pleasant, friendly, easy-going personality that parents can feel comfortable with.
4. Ability to plan, organize and direct the diverse activities and functions.
5. Skill in establishing and maintaining inventory and keep with accurate, appropriate records.
6. Knowledge of planning for and purchasing in volume, while ensuring best value (economizing).
7. Skill in, or willingness to learn how to handle special tools and supplies, i.e., mallet, hammer, saw, drill, sewing machine, sand paper, etc.
8. Willing to be trained in health and safety regulations, practices, and how to handle emergencies in the classroom.
9. Ability to work well with others in a team approach.
10. Ability to communicate effectively both orally and in writing.
11. Ability to communicate effectively Bilingual-Spanish/English, both orally and in writing

SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

1. **Required:**

1. Literacy adequate to perform job responsibilities.

2. **Preferred:**

1. AVANCE graduate, volunteer or other experience with family support services, community groups, church or school.

EDUCATION

1. **Required:**

1. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program

2. **Preferred:**

1. High School Diploma or GED

SECTION VI – OTHER SIGNIFICANT FACTS

UNIQUE ASPECTS OF JOB:

1. Ability to perform light to moderate lifting- -20 –30 lbs.
2. Must have transportation (*For outside the AVANCE center*).
3. Position is identified as having “regular contact with children,” in accordance with public law; therefore, a criminal background check must be completed.
4. Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
5. The work requires some walking, standing, bending, and carrying of small and light objects.
6. Work with and around sharp equipment/tools
7. Guidelines include applicable AVANCE, local, state, and federal directives and standards. The incumbent uses judgment to select, interpret, and apply the most applicable guideline to a particular situation.]