



Parent Education & Playcare Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Parent Education & Playcare Coordinator is responsible for assisting with the day-to-day operations of the Parent Education program and on-site childcare services at Sacramento Food Bank & Family Services (SFBFS) Family Services campus. The Coordinator is responsible for creating appropriate space, activities and curriculum for children ages 1-3 and ensuring that all playcare services are adequately staffed by coordinating staff, interns, volunteers and parent co-op volunteers

The Parent Education & Playcare Coordinator will (including but not limited to):

- **Playcare:**
 - Establish and maintain a safe environment for children ages 1-3 (walking) while their parents are attending an SFBFS activity
 - Supervise playcare volunteers and interns and assist other Playcare Coordinator(s) within playcare classrooms when children are present
 - Assist in the coordination of adequate staffing for coverage for all playcare needs at SFBFS' Family Services campus
- **Parent Education:**
 - Assist with the development of some Parent Education courses and workshops focusing on early childhood development
 - Present/lead activities in the absence or lack of guest presenters
 - Assist with special events for the program including a Mother's Day event
 - Greet clients, conduct program orientations, inform clients of requirements and check required documentation
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in a related field.
- 15 ECE units
- Current CPR/First Aid certification
- Bilingual English/Spanish OR English/Dari (written and verbal)
- Excellent interpersonal skills including sensitivity when working with a diverse population and ability to work with youth of all ages
- Experience with young children in similar environment - preferred

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday (40 hours/week), with Wednesday evenings; occasional weekends and holidays as needed
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD, retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**