

Child Advocates of Nevada County
Position Description

Job Title: Child Safety Puppeteers Coordinator
Reports to: Executive Director
Supervises: High School Volunteers
Hours: Flexible, based on performances, trainings, meetings, etc. Approximately 10-20 hours per week over 38 weeks per year.
Calendar: Academic School Year (August through June) with breaks, some weekend events
Salary: Hourly \$20.00 per hour

Position summary: The Child Safety Puppeteers Coordinator is responsible for the planning, oversight and delivery of the Child Safety Puppeteers program. Coordinator will be expected to participate in agency meetings, some fundraising events, and monthly community meetings. Coordinator provides transportation of high school students to and from presentations. Coordinator transports stage and other materials for presentations.

Hiring Requirement if offered a position:

- Must pass a Criminal Background Check
- Complete the online Mandated Child Abuse Reporting
- Clean DMV, valid driver's license, auto insurance and a reliable vehicle. (large vehicle preferable)

Recruitment:

- Recruit volunteers from the high schools to present to pre-schools and elementary schools
- Work with High School administrators to access students and to set up volunteer training
- Interview and screen all potential volunteers, utilizing application and screening process

Curriculum:

- Maintain curriculum materials for presentations and update curriculum as needed for each grade level to keep with best practices

Training:

- Plan, schedule and provide training for all new volunteers and refreshers for returning volunteers.
- Coordinate completion of all release and school required forms for participating students

Scheduling and Oversight of Presentations in the schools:

- Schedule and coordinate presentations with schools and childcare facilities; providing follow-up as needed
- Provide scheduling information to High School Administrators for release of volunteers from class for presentations and training
- Schedule student volunteers for each presentation; provide transportation as needed
- Transport, inventory and maintain needed supplies for each presentation
- Prepare and provide pre-show information and parent permission forms to each classroom teacher
- Prepare and provide post-show follow-up materials to each classroom teacher

Volunteer Recognition:

- Provide ongoing evaluation and feedback to volunteers
- Coordinate end-of-year volunteer recognition and awards ceremony

Data Collection and Statistics:

- Collect evaluations for each presentation from teachers, administrators and volunteers
- Maintain complete data information on numbers and demographics of contacts at all presentations and prepare quarterly statistical and narrative reports for funders
- Provide data to Executive Director for grant-writing purposes

Community participation:

- Represent Child Advocates of Nevada County, making presentations at service clubs, radio, etc. as requested. Provide presentations at special community events.