** MISSOURI FAMILIES 4 FAMILIES**

**CONTRACT VOLUNTEER POSITION**

**LOCAL AREA COORDINATOR JOB DESCRIPTION**

The Local Area Coordinator is responsible for the overall guidance of their local community. The Local Area Coordinator can be a volunteer. The Local Area Coordinator is responsible to the Regional Director, Project Director and the Board of Directors.

**Requirements**

* Prefer a parent/caregiver of a child/youth with mental/behavioral health.
* Possess excellent time management skills
* The ability to communicate ideas and expectations in a clear manner to a diverse assembly of members
* Excellent organization, verbal and written communication and telephone skills
* Ability to delegate duties for increased efficiency
* Must be motivated and appreciating organization’s mission, goals, and objective, policies and expectations.
* May be asked to share perspectives and experience of families, including the ability to tell their own story in a manner which creates impact on system design, and otherwise contribute to various systems building opportunities, including the mentoring of family members who participate in such activities.
* Ability to work independently as well as collaboratively
* Ability to work well with all levels of internal management and staff, maintaining a sense of flexibility
* Attend in person, by phone or other electric way the following meeting: Board meetings along with attending the general membership meeting during the annual meeting, meeting with Project Director, other Regional Directors and local Coordinators in their region and other meetings as necessary and /or assigned
* Good listening skills
* Knowledgeable of the community resources and supports for families.
* Good verbal and written communication skills

**Oversees**

* Their local community of that they are responsible for expansion and growth within that region.
* Plan and facilitate the local Families Supporting Families 2 Gether in their community
* Recruit parents/caregivers for Families Supporting Families 2 Gether group and training/workshops
* Mentor parents/caregivers to be meaningful partners within service systems
* Abide by organization’s policies and procedures
* Dependable and committed to purpose for Parents/Caregivers and their children/youth
* Facilitate peer support group, Families Supporting Families 2 Gether

**Responsibilities**

* Develop monthly work plans setting our program objectives and methods used in facilitation and leadership skills
* Contacts from parents/caregivers by phone, email, and other electric forms
* Locate resources within their region for families
* Coordinate with other Local Community Coordinators and Regional Director
* Report needs and concerns to the Regional Director
* Promote and Recruit parents/caregivers for the Families Supporting Families 2 Gether Group
* Gather and maintain project data, evaluations and materials as required by the Organization’s programs
* Follow Missouri Families 4 Families guideline for a support group and facilitation guidelines
* Maintain comprehensive program documentation including financial information to provide local reports to Regional Director.
* Provide monthly, quarterly and annual reports as specified by the organization Missouri Families 4 Families
* Accountable for the local Community’s compliance with all state organization requirements, including performance targets.
* Follow the State Organization ‘s Strategic Plan as it applies to the local community
* Contact Regional Director, Program Director or Project Director when need to
* Promote the vision, missions and purpose of Missouri Families 4 Families.
* Attend Missouri Families 4 Families Shining Light Award Ceremony, State, Regional and Local Trainings, Workshops, Fun Events and etc as required