



TITLE: STRENGTHENING FAMILIES (SFP) – KITSAP COUNTY SUPERVISOR

Organizational Description

Washington State University (WSU) Extension builds the capacity of individuals, organizations, businesses and communities through programming and educational opportunities.

Job Summary

The Kitsap County SFP (10-14) Supervisor oversees partnerships, meets with site contacts, determines dates, locations and times for programming and schedules certified facilitators and facilitator substitutes. He/she works with SFP facilitators, the SFP site coordinator and families to ensure smooth delivery of the family meal, child care and educational sessions.

This is a temporary, part-time, paid position with WSU Extension for up to 19 hours per week. Hours will be between 8:00 a.m. – 5:00 p.m. with occasional evenings and weekends.

Supervision

Reports directly to the County Director/Family Development Specialist.* (*denoted as “supervisor” in document)

Location

The employee will have work space available at the WSU Extension office in Bremerton.

Required Qualifications

- Experience working with parents/caregivers and youth
- Experience using the internet, e-mail and Microsoft Office (Word, Excel, PowerPoint, Outlook and Access)
- Experience using various social media platforms. These includes but are not limited to: Facebook, Twitter, Pinterest, Instagram and blogs
- Enthusiasm for family skill-building programs
- Ability to be flexible with individuals and activities
- Good verbal and electronic communication skills
- Detail-orientated with good organizational skills
- Complete WSU Extension application, screening and selection process.

Preferred Qualifications

- Knowledge of SFP (10-14) program

Compensation

\$20/hr, up to 19 hours/week until June 30, 2017 when current grant terms.

Tasks

- Track grant fund account(s), track expenses to correct budget codes. Keep supervisor informed of expenditures on a weekly basis
- Initiate and track conversations with local schools, tribes and community partners to arrange location and dates for SFP (10-14)
- Recruit and secure certified facilitators and substitutes for each program
- Provide site coordinator(s) and facilitator(s) schedules to the supervisor to on a weekly basis verify SFP (10-14) timesheets for payroll
- Create program documents, e.g. facilitator contact sheet, registration forms, attendance check-in sheet, graduation certificates
- Provide credit card payment for restaurants and/or other locations where meals are purchased, submit required documentation to the university, including permission to serve food
- Travel to week one (welcome evening) and week seven (graduation evening) SFP (10-14) programs at their identified sites
- Brainstorm solutions to program challenges identified by facilitators
- Send appropriate e-coach out to facilitators one week in advance of the curriculum
- Collect pre- and post-program surveys, complete implementation survey, attendance sheet, Success Story paperwork, copy if necessary for funder(s), mail documents to SFP (10-14) evaluation lab in Pullman
- Report program evaluation outcomes to the supervisor after each program and to site locations.
- Provide weekly schedule and previous week summary to the supervisor
- Report monthly program updates to the supervisor. (When programming is taking place monthly program updates will need to include attendee demographics from each program)
- Communicate absences directly to supervisor via email or telephone or voice message.
- Supervise social media platforms. These may include but are not limited to: Facebook, Twitter, Pinterest, Instagram and blogs
- Cultivate positive relationship with the county director, facilitators, site coordinators, office faculty, staff and program attendees
- Re-stock curriculum kits
- Perform related duties as assigned

How to Apply

Email a cover letter and resume to Meilana Charles meilana.charles@wsu.edu

POSITION IS OPEN UNTIL FILLED