



# PROGRAM EDUCATOR I

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**DEPARTMENT:** Youth, Adult, and Family Wellness  
**REPORTS TO:** Program Supervisor  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAY RATE:** \$19.00 per hour

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## **POSITION PROFILE:**

The Program Educator I coordinates and maintains parent education classes and child care provision through the Community Services for Families program. Supervises childcare providers and may assist as required in the supervision of children while parents attend classes.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Conducts enrollment process for parents entering parent education classes
- Provide group-based parenting education services to CSF Parenting Class attendees utilizing the STEP curriculum as needed
- Coordinate/Supervise childcare providers
- Maintain classroom/childcare materials
- Maintains detailed case files, required documents, program data and statistics
- Perform outreach activities in the community as required
- Performs other tasks as assigned by Program Supervisor

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree or equivalent in Social Work, Child Development or related field
- Bilingual in English and Spanish required
- Experience using spreadsheets, database and word processing software
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Competency in maintaining accurate and detailed records
- Effective oral and written communication skills
- Ability to meet deadlines and manage multiple priorities
- Capable of working independently and responsibly

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and off-site functions. Typically, an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. SAY San Diego is continuing to monitor state and federal guidelines related to COVID. At the time of hire, the position may require temporary telework.



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**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*