

## **Town of Mansfield**

### **Job Description: Parent Ambassador**

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**Position:** Interim, part time. This is a 100% grant funded position.

**Hours:** The number of hours per month will be determined by community needs and event schedules. 120 hours over a 10 month period. The 10 month period is defined by the academic year (Sept. – June).

**General Description:**

The Parent Ambassador is a trusted community member who helps connect families with local early childhood programs and services. As a parent leader, the Parent Ambassador will work closely with the Early Childhood Services Coordinator to build relationships with families, share important information, and ensure parent voices are reflected in the design and implementation of the Local Governance Partner (LGP) work.

**Supervision Received:**

The Parent Ambassador works under the general direction of the Early Childhood Services Coordinator and Youth Services Supervisor.

**Examples of Duties:**

- Community Outreach and Engagement: Build connections with families in Mansfield to raise awareness about Early Start CT programs and other local services.
- Trusted Messenger: Share accurate, timely, and culturally respectful information with parents and caregivers.
- Parent Voice and Advocacy: Gather input and feedback from families on early childhood experiences in Mansfield and report the information back to the LGP.
- Support Events and Meetings: Attend and assist with family-focused events, focus groups, or meetings hosted by the LGP or partner organizations.
- Collaborate with LGP and Partners: Work closely with the LGP team to promote family-centered strategies and equitable service delivery.
- Resource Navigation: Help parents and caregivers understand and access child care, health, education, and other supports in the community.
- Monthly Reporting: As a member of the LGP Community Table, they will provide updates regarding their outreach activities, family needs, and personal stories to provide feedback to both the Liaison and the community at large.

**Knowledge, Skills, and Ability:**

- Ability to work independently and respectfully with diverse families.
- Excellent oral and written communication skills.

- Must be able to engage with the public to communicate program services and make referrals to community services.
- Ability to establish and maintain effective working relationships with program participants, volunteers, instructors, organizations as well as and the general public.
- Ability to demonstrate patience, cooperation, flexibility and reliability.
- Ability to mobilize resources to meet program goals and motivate program participants, volunteers and others.
- Familiarity with early childhood services and resources.
- Ability to maintain confidential information and adhere to confidentiality standards.

**Qualifications:**

- Must have experience with caregiving for young children and a familiarity with early childhood programs and services, preferably in the Mansfield community. Must possess a valid Connecticut driver's license.
- Must have reliable transportation; mileage reimbursement provided for eligible travel.
- Must be able to lift at least 25 pounds.
- Must be able to work nights and weekends with advanced notice.
- Bilingual or multilingual skills are desirable.