HIPPY PrograM Manager position description

Parent Possible equips parents with the tools and information to be their child’s most valuable teacher, trainer and mentor in life. We are the state office for Parents as Teachers (PAT), Home Instruction for Parents of Preschool Youngsters (HIPPY) and Vroom, working with program sites in urban and rural communities across Colorado to ensure quality program delivery and success.

Parent Possible is seeking a HIPPY Program Manager to provide guidance, fidelity monitoring, training and technical assistance to AmeriCorps HIPPY sites in Colorado. Colorado HIPPYCorps is a unique combination of the Home Instruction for Parents of Preschool Youngsters (HIPPY) program and AmeriCorps. Through the evidence-based, parent-centered HIPPY program, AmeriCorps members at HIPPYCorps sites across the state work directly with families to facilitate their child’s school readiness and engage parents in their child’s learning. The AmeriCorps HIPPY Manager will work with the HIPPY Program Director at Parent Possible to ensure quality HIPPY and AmeriCorps programming in Colorado.

# Key Duties and Responsibilities

## Program Management Fidelity and Development

* Support HIPPY program sites across the state with a special focus on those that utilize AmeriCorps members as home visitors for parents in the local community.
* Develop in-depth knowledge of HIPPY and AmeriCorps programming, including current issues and challenges facing individual sites, key resources available to sites, and clear understanding of site quality and progress toward stated objectives.
* Provide individualized guidance to Colorado’s HIPPY sites prioritizing support to AmeriCorps HIPPYCorps sites.
* Assist the HIPPY Program Director in conducting on-site and virtual monitoring visits of program sites and maintain records of visits, findings and CQI plans.
* Generate correspondence and response to HIPPY sites and Serve Colorado related to policies, procedures, progress reports, and other general inquiries.
* Meet with the HIPPY Program Director regularly to discuss program policies, budget, calendar, goals, outcomes and other relevant issues pertaining to the HIPPY program in Colorado.

## Site Support

* Oversee aspects of AmeriCorps national service compliance including the annual member enrollment process, member onboarding, and monitoring of site and member progress.
* Support sites in new HIPPY Coordinator, HIPPY Supervisor and/or AmeriCorps HIPPY member onboarding including the application process, background checks and file set-up and maintenance.
* Assist AmeriCorps HIPPYCorps sites to identify program objectives and performance measures, assess progress toward those objectives and measures, and make necessary adjustments so the identified level of progress is met.
* Assist sites to ensure fidelity around data collection and evaluation.
* Support sites on finding and recruiting prospective AmeriCorps HIPPYCorps members
* Engage and support AmeriCorps HIPPYCorps members to ensure a successful service year.
* Empower and mobilize AmeriCorps HIPPYCorps alums to continue to engage with their local communities and to pursue academic and professional opportunities in the early childhood field.

## Social Media & Marketing

* Contribute to regular social media posts about HIPPY and AmeriCorps HIPPYCorps in alignment with the organization’s overall strategic plan and marketing/branding goals
* Gather stories, videos, and pictures from HIPPY sites across the state to incorporate in the monthly reports, social media accounts, website, and any other relevant activity.

## Training

* In coordination with the HIPPY Program Director, create and implement comprehensive training plans for home visitors/members coordinator and supervisors, working with program sites to assess ongoing training and implementation support needs and coordinate support, including coordination of statewide training events, webinars and other subject-based trainings as needed.
* Assist in the scheduling, logistics and materials preparation for meetings, conference calls, special events, trainings and presentations.
* Plan statewide Days of Service for AmeriCorps HIPPYCorps sites throughout the year
* Provide AmeriCorps HIPPYCorps member guidance on using the AmeriCorps Segal Education Award.
* Attend trainings and other opportunities for professional development as needed.

## Other

* Respond to general inquiries regarding Parent Possible and its programs, including telephone and email assistance inquiries as well as generating appropriate written and oral correspondence.
* Assist HIPPY Program Director and other Parent Possible staff with special projects and initiatives as needed.
* Perform other duties assigned.

# Essential Qualifications

## Knowledge, Experience and Technical Skills Required

* Bachelor's Degree in early childhood education, social work, family studies, psychology or relevant experience implementing HIPPY and AmeriCorps
* Minimum 2 years’ experience in one or more of these areas: home visitor, AmeriCorps member, home visiting or AmeriCorps program coordinator or supervisor.
* Successful experience in developing and delivering effective trainings for a diversity of individuals and populations.
* Willingness to perform administrative tasks and demonstrated competence with Microsoft Office applications including Word, Excel, Outlook and Zoom
* Ability to travel throughout Colorado, requiring 1-2 nights of travel per trip.
* Experience with HIPPY and/or AmeriCorps strongly preferred.
* Bilingual and biliterate English/Spanish preferred.
* Passionate about the core work of Parent Possible, HIPPY and AmeriCorps.

## Communication and Relationship Building Skills

* Strong interpersonal and customer service skills required
* Excellent verbal and written communication skills

## Organizational Management Skills

* Strong organizational skills and meticulous attention to accuracy and detail
* Self-starter with ability to multi-task, handle frequent interruptions and competing priorities, independently manage multiple tasks and projects, and manage time efficiently to meet multiple deadlines
* Articulated belief in the mission and programs of Parent Possible, and the ability to quickly learn about the organization’s services and priorities
* Willingness to work a flexible schedule when needed

# Other Position Information

This is a full-time benefited position in a professional office environment. The salary range for this position is $45,000 - $50,000 with a strong benefits package with health insurance, paid time off, and retirement benefits. The position is on-site at our Denver office with a hybrid work option available. Occasional in-state travel will be required. All Parent Possible employees must be fully vaccinated against COVID-19 and be able to pass a comprehensive background check.

**Interested candidates should submit a cover letter, resume, and contact info for three references to** **search@parentpossible.org****.**