



Family Resource Center

432 Fashion Way Burlington, WA 98233 (360) 757-8888 www.skagitchildrensmuseum.net info@skagitcm.org

JOB DESCRIPTION

Position Title: FAMILY RESOURCE CENTER ASSISTANT COORDINATOR

Location: Children's Museum of Skagit County, Burlington WA

Reports To: Children's Museum of Skagit County Executive Director and the Help Me Grow Skagit Family Resource Center Program Manager

Position Summary

The Family Resource Center Assistant Coordinator (FRCAC) is responsible for assisting with all aspects of the disbursement of basic needs items to families in need. The FRCAC works closely with the Help Me Grow Skagit Family Resource Navigator and other Help Me Grow Skagit partners to ensure families are receiving short term support items and are offered connections to longer term support programs like basic food, WIC, home visiting and other community programs. This is a part-time position, approximately 20-25 hours/week. \$17.00-\$18.00/Hour

Responsibilities include:

- Assessing client's individual needs through phone calls, text messages, online submissions
- Assist with tracking basic client demographics and distribution items/dates
- Assist with coordinating with other community organizations to provide appropriate referrals
- Stocking supplies as they arrive
- Monitoring supplies for reordering and new items needed, and communicating with the HMGS FRC Program Manager
- Assist with weekly distribution of items on scheduled dates and times
- Meeting with key staff and community members on an ongoing basis
- Outreach activities in the community
- Musts be available on Saturdays and some evenings
- Other duties as assigned

Skills Needed:

- **Communication:** The Family Resource Assistant Coordinator communicates with clients, other Museum staff, the HMG Family Resource Navigator, and volunteers on a daily basis. Communicating in a respectful, welcoming, collaborative, and positive manner is essential. Proficiency with Excel and computer skills preferred.
- **Organization:** Because many tasks need to complete in a short period of time, being able to prioritize and organize tasks can help complete the work efficiently and ensure family's needs are met in a timely manner. Maintaining an organized work area, organizing supplies and resource materials on an ongoing basis.
- **Time management:** There are often many responsibilities, including direct client contact, organizing distribution, attending meetings, that are time sensitive. Having strong time management skills is a high priority.
- **Bilingual-English and Spanish**

The mission of the Children's Museum of Skagit County is to promote, encourage and increase an understanding of the arts, science, culture and literature among the children, youth, families and educators in Skagit County and beyond.



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