



## **Terms of Reference**

### **Part-Time Parenting Educator**

### **Community and Parenting Empowerment Program (COMPAR)**

#### **Basic Purpose of Position**

Coordinate and facilitate Parenting Programs for the Community and Parenting Empowerment Program (COMPAR).

#### **Duty Station**

Corozal, Orange Walk, San Pedro, Dangriga, Independence, or Belmopan

#### **Essential Duties and Responsibilities**

1. Plan, organize and execute ten (10) Parenting workshops per month.
2. Provide monthly workshop records and quarterly reports.
3. Complete relevant reports for Court Ordered Parenting sessions.
4. Prepare and arrange monthly plan of activities.
5. Coordinate & liaise with relevant Governmental, Non-Governmental and Private Organizations
6. Identify and make referrals for individuals and families in need of further support services.
7. Participate in public awareness activities.
8. Participate in relevant meetings and continuous learning activities.

#### **Qualifications**

##### **Education**

Essential: Associate Degree in Education, Social Work and related field

Desirable: Certificate in Parenting Education, Certificate in Community Development, Certificate in Counseling, Teaching Background

**Experience:** Relevant experience in presenting to large audiences

**Skills:** Bi-lingual (Spanish & English)

#### **Applications**

Submit resume and cover letter to: [hdccompar.hsd@humandev.gov.bz](mailto:hdccompar.hsd@humandev.gov.bz) by 5pm on **Monday, 23rd July 2018**. Please use the subject: "Parenting Educator"



**Ministry Of Human Development,**  
*Social Transformation and Poverty Alleviation*  
*Helping People to Help Themselves*