



310 Prospect Street
New Haven, CT 06511
www.gesellinstitute.org

Gesell Institute of Child Development

Position: Parent-Teacher Connection Program Workshop Presenter

Job Description: Gesell Institute of Child Development, a New Haven based non-profit organization, is seeking an experienced individual to serve as Workshop Presenter on a grant-funded program for parents and teachers of young children in collaboration with the New Haven Public Schools Head Start Program.

Reports To: Parent-Teacher Connection Program Coordinator at Gesell Institute

Program Overview:

The “Loving and Learning” series of the Parent-Teacher Connection program at Gesell Institute is a set of center-based workshops to provide parents with a thorough understanding of child development and inspiration for age-appropriate activities to support their preschoolers’ learning at home. Throughout the workshops, parents will have the opportunity to ask questions about THEIR child, share experiences, and be part of a community of families supporting one another. Three presenters will repeatedly deliver the four-part series throughout the academic year at eight Head Start centers in New Haven, CT, hoping to serve 200 families at minimum.

Specific Responsibilities:

- Present approximately four workshops per week, including the possibility of weekday morning, afternoon, evening and Saturday presentations
- Retain families through four-week series by maintaining contact, providing clear communication, and providing systematic and practical support
- Distribute, collect, and analyze pre and post workshop questionnaires to identify gaps in parents’ knowledge and adjust presentation style and content
- Debrief with Program Director, Program Coordinator and fellow presenters to continuously improve presentation skills and build knowledge of early childhood development, specifically in the areas of reading, talking and playing
- Participate in weekly team meeting
- Organize all workshop materials and handouts
- Organize meal/snack order & delivery for each workshop
- Organize door-prize raffle at each presentation
- Recruit families at each school by staffing tables, stuffing backpacks & building relationships with teachers and directors
- Engage in social media and public relations activities -- and contributes to web page content as necessary
- Perform other duties as assigned by Program Director and Program Coordinator

Education

Bachelor’s Degree, preferably with a concentration in Early Childhood Development or Early Childhood Education

Hours

20 hours/week. (Approximately four presentations per week [currently 9:00AM, 2:30PM] and some Saturday workshops scheduled)

Salary

\$15-17/hour

Knowledge Requirements

- Intimate knowledge of pre-literacy skills, including: types of pre-reading skills, activities to promote the love of reading and pre-reading skills, choosing appropriate and varied books, effective reading of storybooks, and what to look for in a preschool classroom
- Intimate knowledge of the nature of speaking with preschoolers, including: types of talk your child uses, how to use words to bond with your child, how to use words to support your child's learning, questioning to promote open-ended answers, and what to look for in a preschool classroom
- Intimate knowledge of the nature of preschool play, including: types of play and toys, importance of free play, asking questions that promote creativity and inquiry, boundaries and organization, using materials at home to support academic and social success, and what to look for in a preschool classroom
- A belief that all children should enjoy childhood and have the time and opportunity to grow and learn at their own pace and in their own way.
- Intermediate knowledge of Microsoft PowerPoint or Keynote
- Basic knowledge of Microsoft Word
- Basic knowledge of Microsoft Excel
- Familiarity with Facebook, Twitter & YouTube a plus
- Fluency in Spanish a plus

Abilities

- Proven presentation skills.
- Proven track record of effective communication on (both oral and written) and relationship-building with school directors, teachers, families and preschoolers
- Demonstrated ability to interpret child behaviors
- Ability to draw from personal stories and experience to illustrate developmental milestones
- Ability to explain the rationale behind age-appropriate teaching/parenting strategies
- Demonstrated ability to be a team player and to build teams

We would like to fill this position as soon as possible.

Please contact Marina Pappas, Program Director, at marina@gesellinstitute.org with your resume and cover letter by close of business on Wednesday, September 21, 2011.