



DC127

The Communities for Families Program Team Coordinator Volunteer Description

The role of a DC127 Team Coordinator is to help volunteers on their team support families by coordinating logistics for the team and parent. Coordinators help keep track of all the moving pieces of a team, including ensuring Host Homes have the appropriate resources to host, supporting Parent Friends in helping parents meet their goals, and connect with the parent about resources they may need. Coordinators are also in direct communication with DC127's Family Support Coordinator to receive support, resources, and guidance in working with their team.

Responsibilities

- Ensure that children are safe while hosted at the Host Home by checking in with the parent and conducting a visit to the Host Home during the first hosting
- Connect with DC127 immediately if there are any concerns about the child(ren)'s safety
- Complete the Team Coordinator online check in form after each hosting or outing to provide DC127 with an update on the team and family
- Organize logistics for the team, which includes creating a structure of communication
- Assist parent, Host Home, and Parent Friend with finding resources as needed, including coordinating with the volunteer Church Advocates to help provide resources when needs arise
- Support the Parent Friend in meeting with parent(s) and working on goals
- With the Family Support Coordinator's help, conduct team meetings at the one-month mark and as needed
- Communicate with the parent and Host Home to plan the hosting schedule ideally 2 months in advance of hostings and relay the hosting dates to DC127
- Volunteer must be 21 years of age or older

Support for the Team Coordinator

- Consistent check-ins with DC127's Family Support Coordinator to address and discuss any team needs
- Access to the Team Coordinator Toolbox- an online support kit that is filled with information about resources and services around the D.C. area
- DC127 provides on-going trainings throughout the year to help guide you on certain issues you may need more support in (e.g. trauma-informed care). Although these trainings are not mandatory, they are highly recommended.
- Connection with a Church Advocate from one of DC127's partner churches to find donated items from the church (e.g.: diapers, a meal train, gas cards, etc.)
- Access to DC127's Babysitter Listserv to find babysitters for parents or Host Homes

Time Commitment

Team Coordinators commit to serving on a team for 6 months and roughly 2-3 hours a week of communication with their team, family, and/or DC127 staff.