



Recruitment Specialist Job Description

Department: Head Start/Early Head Start

Pay Grade: 4-Temporary

Supervisor's Title: ERSEA Coordinator

General Purpose of the Job: Responsible for assisting ERSEA Coordinator in carrying out activities for recruiting and enrolling children to full enrollment, including a waitlist.

Minimum Level of Education/Experience Required: Requires a four-year degree in Human Services or a related field. Experience working with parents with young children and community outreach is preferred.

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

Supervisory Responsibility: None.

Eligible for Telecommuting: No

Schedule: Flexible. (Required to work evenings and some weekends)

Primary Duties and Responsibilities:

- A. Develop and implement ongoing recruitment activities to actively inform Head Start eligible families about the availability of services.
- B. Assist in developing recruitment materials that address the diverse and changing demographics of the service area to reach eligible families and children.
- C. Communicate with partners, school districts, community, business offices, social service businesses, etc., to discuss how to refer families to the agency and ensure recruitment materials are at the locations regularly.
- D. Plan and assist in outreach activities, including attending community and family events and making program presentations about the Head Start/Early Head Start program.
- E. Maintain strict confidentiality of all records and family information.
- F. Demonstrate sensitivity to cultural and socioeconomic factors in working with enrolled families
- G. Responsible for ordering and ensuring recruitment materials are available.
- H. Communicate with families accepted and registered for the fall to keep family informed of details for the first day of school and answer questions. May include tours if possible.
- I. Call, text, and e-mail families on the waitlist to offer to help get enrolled.
- J. Enter enrollment applications into the agency database to ensure adherence to program eligibility guidelines.

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch.				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl.			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery.	X			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds	X			
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment.			X	
Use computer			X	
Use small kitchen appliances.	X			
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals.	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration.	X			
Work/job-related travel		X		
Noise: Moderate to loud noise typical to an office environment.				
Protective Clothing/Equipment Required: None.				

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: _____ By: _____