

Dec. 23, 2011

Detailed Request for Proposals:

Project Manager: Environmental Scan Of Parenting Supports in Dufferin



Application Deadline: 01/20/2011

Dufferin Parent Support Network is seeking a Project Manager to:

- Conduct an environmental scan of the demand for and supply of parenting education and resources in Dufferin, and
- Work with service providers to recommend a collaborative and sustainable model of program delivery for the future.

Organization Profile:

Dufferin Parent Support Network is a collaborative network of parents and community agencies who work together to provide a network of education and resources for parents of school-aged children. Together we provide Dufferin parents with

- general parenting information,
- recommendations of community resources that support families,
- parent education workshops and presentations,
- skill building for facilitators and community leaders
- community events including the Dufferin Children & Youth Festival

By supporting parents, DPSN helps kids in Dufferin grow up to be productive adults and well rounded community members. DPSN is an incorporated, registered charity.

Project Overview:

DPSN's Environmental Scan Project has been funded by the Dufferin Not-for-Profit Support & Capacity Building Project.

In 1998, the Dufferin committee for the Ministry of Community and Social Services' initiative, 'Making Services Work for People,' identified a gap in parenting supports in Dufferin County. Dufferin Parent Support Network (DPSN) was created in 1999 to address this gap. Since that beginning, this small volunteer organization, in collaboration with other community agencies, has delivered on its mandate to provide parenting education and recommend resources to parents of school-aged children in Dufferin.

Much has changed since 1999, in terms of the range of supports for parents and the ways in which parents are interested in seeking and accessing information and supports for their parenting role. The availability or lack of resources is having an increasing impact on how programs can be delivered in the future.

What We Need:

The purpose of this Project is to compile a current and comprehensive picture of parenting educational resources and supports in Dufferin, how well they are responding to the expressed needs of parents, and then to work with other organizations to develop an effective and sustainable model of parental supports for the future. Of key interest is the role of DPSN in this model.

The Project Manager will:

- Design and implement a strategy to gather input from parents of children and youth (0 – 24) about their interest in parenting education and supports and the ways in which they might access these resources (and barriers they face in access)

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- Conduct an inventory of current parenting programs (target audience, purpose, actual participation, impact/effectiveness, etc)
- Involve Dufferin Coalition for Kids (DuCK) and the range of service providers in considering future models of collaboratively providing the continuum of parenting resources
- Develop a final report with recommendations, including the future role of DPSN (and funding for that role)
- ensure interim and final reports meet the needs of the funder and Board members.

Who We Are Looking For:

The E Scan Project Manager must be able to “hit the ground, running.” The successful candidate will have:

- Experience in community-based project management
- Experience in gathering and analyzing quantitative and qualitative data
- Awareness of collaborative models of service delivery
- Knowledge of the Dufferin community and its network of parenting resources is an asset
- Ability to work independently, meet deadlines
- Flexibility in work schedule
- Effective communication and networking skills
- Superior computer skills
- Access to a vehicle

The E Scan Project Manager will have only limited use of the DPSN office in Orangeville.

Time Frame:

The Project must be completed in 2012.

How to Apply:

Proposals must include:

- An outline of relevant qualifications and experience
- A summary of the approach to be taken by the candidate, including expectations of involvement by Board members
- A detailed work plan, outlining proposed activities and timelines
- A complete budget detailing professional fees, mileage and related expenses
- Two references

The maximum allowable budget is \$9,000 including all taxes.

Proposals must be submitted by January 20, 5:00 PM to:

Hiring Committee
Dufferin Parent Support Network
655 Riddell Road
Orangeville, ON L9W 4Z5

Or by Email: info@dpsn.ca

Enquiries: 519-940-8678