



Community Parent Job Description

Starting: 23/HR

WarmLine Family Resource Center is looking to hire a community parent to staff events and activities for WarmLine FRC.

WarmLine provides empowering educational workshops on the topic of Special Education in the following six counties:
Sacramento, Yolo, El Dorado, Placer, Alpine, and Nevada.

Community parents must live in the counties listed and must have availability to staff at least two events per month (virtual or in person). The hours required to work depend on the nature of the events. Estimated hours 10-20 per month.

Overview of a Community Parent:

Under the supervision of a full-time staff member, the Community Parent serves as a liaison between the nonprofit and families of individuals with disabilities. This role involves outreach, relationship building, and peer mentoring to enhance community engagement and support. The Community Parent brings lived experience as a parent or caregiver of a person with disabilities, offering empathy, practical guidance, and advocacy.

Qualification:

- Must be a parent of a child with a developmental disability/special need and or on an IEP.
- Must be able to read and write English and communicate effectively with staff and parents.
- Must have experience navigating the Special Education process.
- Must have the excitement to help families in raising a child with special needs and live up to the mission statement of WarmLine FRC.

Key Responsibilities

- Provide one-on-one mentoring to families, sharing resources, and emotional support based on lived experiences.
- Represent the organization at community events, and commitment to the mission & values of WarmLine.
- Co-facilitate parent support groups, and informational workshops.
- Assist/ Support lead presenter in setting up/take down presentation materials and support welcoming parents. This requires travel as all SPED workshops are being held in person.
- Attend Outreach presentations in person and events that have a focus on Special Education. This requires travel and will require community parents to attend outreach events in person and support with setting up and taking down materials and booths. (table/chair/canopy)
- Assist in maintaining accurate records of sign in sheet for workshops.

E-mail your resume and application [Application](#) to Linda@warmlinefrc.org.

OR

Mail documents to: 3336 Bradshaw Rd. 255, Sacramento, CA 95827

Deadline to apply is August 15, 2025, EOB.

Questions? Please email linda@warmlinefrc.org