



Family Resource Center of Iowa County
115 W. Merrimac St. Dodgeville, WI 53533

Position Title: Family Resource Specialist

Reports to: Interim Executive Director/Family Program Coordinator

Position Summary:

The Family Resource Specialist provides family support, resource navigation, outreach, and program assistance through a contracted services agreement with the Family Resource Center of Iowa County. The contractor is responsible for delivering the services outlined below while maintaining a professional, family-centered approach that strengthens families throughout Iowa County.

Scope of Services:

Family Support & Resource Navigation

- Provide approximately five hours of weekly Family Resource Center availability, generally on Thursdays from 9:00 a.m.–2:00 p.m., or as mutually agreed upon.
- Welcome families and provide information about Family Resource Center programs and community resources.
- Respond to Family Resource Center phone calls and inquiries during scheduled service hours in a timely and professional manner.
- Provide resource referrals and assist families in accessing community services.
- Maintain the confidentiality of all family information in accordance with Family Resource Center policies.

Diaper Pantry and Little Layers Closet

- Receive, sort, and organize donated children's clothing.
- Maintain the Little Layers children's clothing closet in a clean, organized, and welcoming manner.
- Assist families accessing clothing and diaper resources.
- Receive, sort, and organize donated diapers, pull-ups, and wipes.
- Coordinate one annual community diaper drive.

Community Outreach

- Coordinate and provide outreach activities in rural Iowa County communities in collaboration with local libraries and community organizations.
- Set up and staff Family Resource Center resource tables at food pantries and community events.
- Distribute diapers, wipes, pull-ups, and Family Resource Center information to families.
- Foster positive relationships with community partners to increase awareness of Family Resource Center services.

Programs & Events

- Assist with planning, setup, facilitation, and cleanup of Family Resource Center programs and special events as needed.
- Provide childcare during parent education workshops, support groups, and other family meetings as needed.
- Support a welcoming, inclusive, and family-friendly environment during all activities.



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Professional Expectations

- Maintain knowledge of Family Resource Center services and Family Resource Center of Quality standards.
- Complete Family Resource Center of Quality trainings and Child Passenger Safety Technician (CPST) certification if required by scope and agreed upon by both parties.
- Participate in planning meetings as needed to coordinate contracted services.

Minimum Qualifications:

- Associate's or bachelor's degree in human services, education, early childhood, social work, or a related field preferred.
- Experience working with young children and families is preferred.
- Strong communication and interpersonal skills.
- Organized and able to manage multiple responsibilities independently.
- Comfortable working independently and as part of a team.
- Ability to maintain confidentiality and demonstrate professionalism.
- Valid driver's license and reliable transportation for community outreach.

Preferred Qualifications:

- Knowledge of Iowa County community resources.
- Experience providing resource referrals or family support services.
- Experience caring for young children in a group setting.

Contract Terms

- Approximately **50 hours of services per month**.
- **Compensation:** \$1,200 per month under an independent contractor agreement.
- Contractor is responsible for all applicable taxes, insurance, and other obligations associated with independent contractor status.
- Contractor will provide services as outlined in the contract and submit invoices according to the agreed-upon payment schedule.
- **Contract Term:** Contract position through **June 30, 2027** with the potential for a one-year renewal based on funding availability, organizational needs, and mutual agreement.

To Apply

Please email a cover letter, resume, and three professional references by **August 28th, 2026** to programcoordinator@frciowacounty.org.

For questions, contact:

Laura Blalock
Interim Executive Director
Family Resource Center of Iowa County
(608) 935-7300