



**BOARD OF  
COMMISSIONERS**

---

**Family & Children First  
Department**

158 E. Main Street  
Xenia, Ohio 45385

Phone: (937) 562-5600  
Dayton: (937) 427-2883, ext. 5600  
Fax: (937) 562-5601

**Job Title: Family Representative / FCFC**  
**Job Status: Volunteer**

---

**Minimum Qualifications:**

- A family representative should be the parent or guardian of a child receiving or previously received services from an agency represented on the Greene County Family and Children First Council. Examples include not only Family and Children First, but also: public schools, Family Solutions Center, TCN, Juvenile Court, the Board of Developmental Disabilities, Children Services, Head Start, and Help Me Grow.
- A family representative should have an interest in creating a community where children are healthy, safe and ready to learn.

**Responsibilities:**

- Attend regular meetings of the Council (quarterly) and Family Advisory Committee (usually. (Place, time and frequency to be determined.)
- Assist in educating the public about Council goals and activities
- Assist in recruiting additional parents for Council and committee membership
- Give updates to Council on issues affecting families
- Educate professionals about how to work more effectively with families
- Educate the community about issues that impact families
- Review plans, policies, budgets, etc. to enhance family centered approaches and offer opinions on the impact of plans and policies on families