Volunteer Job Description

Parent Support Group Facilitator - Prison Groups

Parents Helping Parents (PHP) is a statewide network of support groups for people caring for children. PHP’s mission is to empower parents to nurture children and build stronger families.

Our trained volunteers facilitate weekly support groups in the prisons and jails in the Greater Boston Area. In these settings, our goal is to create a safe space where group members connect to their children no matter where they are on the parenting journey.

We use a trauma-informed, mutual aid group model where members of the group help one another through a combination of trust, validation, support, and collective wisdom. Each group adopts its own rules which always include confidentiality (to the extent permitted in a prison setting) and establishing a judgment-free forum.

Our group facilitators do not need to be experts in parenting and will not be working from a curriculum. Facilitators do need to be able to work across differences and demonstrate an aptitude for active listening and navigating challenging behaviors in group settings.

Facilitator Responsibilities:

1. Administrative Responsibilities:
   - Work with Prison staff to coordinate attendance and waitlists
   - Follow all Prison rules
   - Monitor the time
   - Ensure anonymity and confidentiality of the group within the scope of the law

2. In Group Responsibilities:
   - Welcome new group members
   - Ensure group members follow the group guidelines
   - Foster parent leadership within the group

Volunteer Requirements:

- A minimum of a year commitment of 2 hours per week of group time
  - Facilitate a weekly support group in a prison or jail setting
- Completion of an 8-hour virtual training prior to starting group facilitation
- Attendance at DOC Volunteer training a the facility of the group
- Attendance to quarterly virtual group facilitator peer support meetings
- Monthly check-ins with PHP Director of Support Groups
- Timely submission of all requested quarterly data
Qualifications:

- Experience with (or interest in learning) Trauma-Informed group work
- Strong non-judgemental communication skills
- Strong interpersonal skills
- An ability to listen more than talk
- Comfort with working in a prison or jail setting

Reports to:

Parents Helping Parents - Program Director of Support Groups

To apply:

[Volunteer Application - Group Facilitator - Prison Groups](#)