

Keweenaw Family Resource Center Position Description

Title: Playgroup/Center Base Coordinator

Employment Status: Part-time

Reports to: Keweenaw Family Resource Center Director

Effective Date: May 31, 2019

Playgroup/Center Base Coordinator will:

1. Offer a warm, welcoming, safe and inclusive environment for parents and other caregivers and children
2. Register all new families and maintain updated registration forms
3. Interact with parents and children, including providing information on KFRC programs, other community resources, positive parenting practices, child development, safety and health
4. Plan & lead playgroups / Playtime adhering to the schedule including set-up, snack, activity, circle time and cleanup afterwards
5. Set up and arrange playgroup/Playtime sites where needed
6. Maintain log sheet, daily fee sheets and balance out register
7. Maintain all program data including KFRC, Great Start to Quality and GSC
8. Track Tree House open hours
9. Track scholarships
10. Generate monthly playgroups reports
11. Shop for supplies and snacks as needed and provide receipts to the administrator
12. Check toys for safety, cleanliness and quality on a regular basis
13. Keep informational materials at the Tree House and in the outreach kits up to date
14. Represent KFRC at outreach/community events as requested
15. Keep Tree House master schedule including scheduling special events and field trips
16. Plan and/or assist with special events
17. Assist with program evaluation
18. Maintain Baby Closet and track usage
19. Assist with websites, social media accounts and community calendars
20. Keep First Aid and CPR certificate up to date
21. Abide by KFRC policies and procedures
22. Attend meetings, trainings and conferences and other activities as required

Skills needed

- Knowledge and understanding of child development, health and safety
- Ability to develop and carry out age-appropriate child activities
- A clear understanding of the policies and procedures of KFRC
- Ability to interact with parents and children from diverse backgrounds while creating a welcoming and supportive environment
- Ability to maintain complete and accurate records and reports as required
- Comfortable with social media platforms
- Knowledge of community resources
- Knowledge and ability to utilize computers and related technology efficiently

Qualifications

1. A minimum 2 years of college or a CDA, either completed or in progress or equivalent qualifications preferred
2. Must have a current Michigan driver's license without restrictions and without a conviction related to drinking for the past 5 years
3. Must pass a criminal background check
4. Must have a negative TB test
5. Must have current First Aid and CPR certification preferred