

Keweenaw Family Resource Center Position Description

Title: Playgroup Coordinator

Employment Status: 0.5 FTE (20-25 hours per week)

Reports to: Keweenaw Family Resource Center Director

Effective Date: February 15, 2021

Program and Playgroup Assistant will:

1. Offer a warm, welcoming, safe & inclusive environment for parents/caregivers & children
2. Register and maintain updated registration forms for all families
3. Interact with parents and children, including providing information on KFRC programs, community resources, positive parenting practices, child development, safety and health
4. Maintain log sheet, daily fee sheets and balance out register
5. Set up and arrange playgroup/Playtime sites where needed
6. Assist playgroup coordinators with planning and leading playgroups and cleanup as needed.
7. Shop for supplies and snacks as needed and provide receipts to the administrator
8. Check toys for safety, cleanliness and quality on a regular basis
9. Keep informational materials at the Tree House and in the outreach kits up to date
10. Represent KFRC at outreach/community events as requested
11. Keep Tree House master schedule including scheduling special events and field trips
12. Plan and/or assist with special events
13. Assist with program evaluation
14. Maintain websites, social media accounts and community calendars
15. Keep First Aid and CPR certificate up to date
16. 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
- High proficiency with Microsoft Office products including Word, Publisher and Excel
- Knowledge and ability to utilize computers and related technology efficiently
- Availability to work some evenings and Saturdays.

Qualifications

1. High School Diploma or equivalent, 2 years of early childhood experience
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 and be retested annually