

Keweenaw Family Resource Center Position Description

Title: Indoor Playground Coordinator and Program Assistant

Employment Status: Part-Time

Reports to: Keweenaw Family Resource Center (KFRC) Director

Effective Date: August 1, 2021

Summary Description: KFRC is seeking a highly-organized, self-motivated, team player who is passionate about children and families for the role of Tree House Indoor Playground Coordinator and Program Assistant. Will oversee day-to-day operations of the Tree House Indoor Playground while providing high-quality customer service to families accessing KFRC's programs and services, and providing general office support for those programs and services.

This position will:

1. Offer a warm, welcoming, safe and inclusive environment for parents and other caregivers and children
2. Interact with parents and children, including providing information on KFRC programs, other community resources, positive parenting practices, child development, safety and health
3. Ensure the Tree House Indoor Playground is well-maintained, safe and clean
4. Coordinate the Tree House Indoor Playground schedule with staff, families and local groups
5. Maintain registration, scholarship and participation records for participating families
6. Oversee daily paperwork and cash management
7. Shop for supplies and snacks as needed and provide receipts to the administrator
8. Support staff with scheduling off-site playgroups as needed
9. Track program data for the Tree House Indoor Playground, Copper Country Great Start Collaborative and other KFRC programs and services
10. Generate reports as needed
11. Keep informational materials at the Tree House and in the outreach kits up to date
12. Represent KFRC at outreach/community events as requested
13. Attend, represent KFRC and take notes at community meetings as requested
14. Plan and/or assist with special events
15. Coordinate parent surveys and program evaluations in coordination with the KFRC director
16. Assist with websites, social media accounts and community calendars
17. Attend meetings, trainings and conferences and other activities as required
18. Obtain & keep First Aid and CPR certificate current
19. Abide by KFRC policies and procedures

This position may also be asked to:

20. Plan & lead playgroups / Playtime adhering to the schedule including set-up, snack, activity, circle time and cleanup afterwards
21. Support KFRC administrator with record keeping, ordering, banking and other office related tasks
22. Other responsibilities as assigned

Required Qualifications:

- 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
- Proficient writing, verbal and interpersonal communication skills
- Comfortable with using Facebook and other social media platforms for business
- High proficiency with Microsoft Office Products including Word and Excel
- Knowledge and ability to learn and utilize a variety of computers and related technology efficiently
- Some college or equivalent experience in an office environment

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- Must have a current Michigan driver's license without restrictions and without a conviction related to drinking for the past 5 years
- Must pass a criminal background check
- Must have a negative TB test

Preferred Qualifications

- Knowledge and understanding of child development, health and safety
- Ability to develop and carry out age-appropriate child activities
- Current First Aid and CPR certification
- Knowledge of community resources
- Administrative support experience
- QuickBooks experience or other cash management experience
- Experience WordPress or other website platforms