Playgroup Coordinator

Job Title: Playgroup Coordinator

**PRIMARY PURPOSE:** To supervise Kaleidoscope, Play and Learn Group Leaders and coordinate all Kaleidoscope Play and Learn Groups. The position is also responsible for implementing multi-week parent-child playgroup sessions to:1) provide children with basic skills critical to success; and 2) provide families with hands-on learning about child development and skill building in positive interactions and behavior management techniques. In addition, the Playgroup Coordinator will facilitate Triple P as needed.

**ABILITIES NEEDED:**

* Strong understanding of child development and/or early childhood education
* Respect for all children and their families and a sincere desire to interact positively with them
* Able to work independently as well as function as part of a team
* Able to work collaboratively with parents and with community agencies
* Excellent organizational skills, attention to detail
* Able to manage multiple tasks
* Listening, facilitation skills and supervisory skills
* Able to work flexible hours, including nights and weekends
* Bilingual in Spanish and English preferred

**WORK EXPERIENCE REQUIREMENTS/CERTIFICATIONS:**

* At least three years’ experience in child development, early childhood education, social work, human services or a related field
* Experience working directly with children ages 0-5
* Experience providing parent/family education
* Strong understanding of child and family development, family systems theory and practices and family support principles and practices.
* Current CPR and First Aid Certification

**EDUCATION:**

* Minimum: A bachelor’s degree in child development, early childhood education; or equivalent education and/or experience or combination of experience and an associate degree in child developmen**t.**

**PHYSICAL REQUIREMENTS:**

* While performing this job the employee is:
	+ Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
	+ Periodically required to stand; walk, stoop, kneel
	+ Occasionally required to lift up to 25 pounds
* Specific vision abilities required by this job include close vision and the ability to adjust focus to operate the computer
* The position requires the ability to periodically work under pressure