



Job Description

Position: Playgroup Facilitator (Per-Diem)
Department: Residential Services/Children's Program
Reports To: Residential Services Family Services Coordinator

Date: April 2006
Status: Non-Exempt

JOB FUNCTIONS:

- Plan, coordinate and implement playgroups, recreational activities and special activities for children and/or families.
- Provide mentoring to part-time, evening playgroup facilitators, interns and volunteers.
- Provide behavior modification and crisis intervention, as needed, with children and parents.
- Ensure that playgroups are staffed, open on time and operating safely, paying attention to the number of children participating.
- Provide direct supervision to children attending playgroup or other activities, maintaining a safe and positive environment.
- Ensure that playrooms are cleaned and organized after use, and identifies any maintenance issues that should be brought to the attention of the facilities manager.
- Maintain documentation and statistics collection.
- Attend and actively participates in all scheduled staff and supervisory meetings.
- Inventory, order and stock materials and supplies used in activities.
- Other duties as assigned.

JOB REQUIREMENTS:

EDUCATION. Associate's Degree preferred with coursework in human services, counseling, social work or an equivalent combination of education and experience.

EXPERIENCE: A minimum of one year experience with children of various ages. Residential experience and bilingual (Spanish) a plus.

MENTAL DEMANDS: Ability to deal with a variety of emotions and frustrations in the workplace, communicate with a variety of people, work independently and maintain strict confidences. Must be able to resolve problems, handle conflicts, adaptable and flexible and make effective decisions under pressure. Must be attentive, listen to people, perceive the real problems and bring issues to a successful conclusion.

PHYSICAL DEMANDS: Ability to sit, stand, bend, reach, climb stairs and lift up to 30 pounds.

SKILLS: This position requires a caring, dedicated individual for child care work who possesses the ability to work with families in crisis, cultural awareness and sensitivity, effective oral and written communication skills and the ability to act as a member of a team.

OTHER: Annual TB test required.