



Job Title: PLAY AND LEARN FACILITATORS (Ready by Five)

Employment Status: Hourly; Full-time

Summary of Job:

The Play Facilitators includes mentoring families, maintaining associated data bases and keeping records. Excellent time management skills, flexibility, patience and the ability to multitask are essential characteristics needed for this position. The Play Facilitators will need to exhibit excellent interpersonal skills, the ability to develop and maintain strong trusting relationships with parents and their children, and the commitment to implement the model with fidelity.

Direct Supervisor: The Program Coordinator

Direct Staff Supervised: None.

Other Key Relationships:

The Play Facilitators will also interact with and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but are not limited to:

- Provide services to three (3) partner sites
- Complete playgroups at each site
- Complete/coordinate professional development for staff at each site twice per year
- Facilitate curriculum
- Recruit families and providers
- Provide outreach for program
- Certify in CPR/First Aid
- Work with Family Futures to enroll families in the Connections program
- Assist and/or participate in all Play to Learn major projects and activities
- Adheres to all policies and guidelines contained in ELNC's Employee Handbook
- Performs duties as assigned by the Program Coordinator, Associate and/or designee

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.

- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocracy.

Knowledge, Skills, and Abilities

- Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with and have working knowledge of local community resources related to disability services.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Attention to detail and accuracy.
- Ability to prioritize and manage workload and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Regular sitting, working at a computer keyboard and desk, standing to file misc. documents in filing cabinet. Occasional bending, stooping and lifting up to 25 lbs.

Minimum Required Education and Experience:

- Associate Degree in Family Services, Child Development or a related field and 1-2 years' experience working with vulnerable children and families- preferably OR
- High School Diploma with 3-5 experience working with vulnerable children and families- preferably.
- Excellent interpersonal skills including the ability to facilitate and coach.
- Bachelor's Degree in Family Services, Child Development or a related field Preferred.

Additional Requirements of the Position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____