

PLAY & LEARN FACILITATOR

Job Description

Reports To: Play & Learn Coordinator
Salary Range: Non Exempt - \$18.04 P/HOUR

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families & children. Is positive, open to receive and provide constructive feedback.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation.
- Maintain positive, compassionate and respectful working relationships with families from a diverse cultural background.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.

Skills, Competencies, and Experience

- Previous experience, training and/or expertise in working with young children (under 5) and their families. Experience in parent training and/or Play and Learn facilitation preferred.
- Valid Washington State driver's license and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
- Ability to work a regularly established, but flexible schedule, including a required Kaleidoscope Play and Learn training as needed.
- Preferred bilingual in both English and other languages as determined by clientele including, but not limited to: Chinese, Vietnamese, Spanish, or Somali.
- Excellent oral and written communication skills in English and other additional language.
- Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time.
- Excellent organizational and time management skills.
- Knowledge of community resources, specifically those related to child and family health in South King County.

General Description of Duties

The Play and Learn Group Facilitator is responsible, with the Play and Learn Program Coordinator, for the overall planning, facilitation and monitoring of identified Play and Learn groups offered by Denise Louie Education Center (DLEC).

Accountabilities

Preparation/Facilitation

Be responsible with the Play and Learn Program Coordinator and other DLEC staff for the planning and preparation of all aspects of the Kaleidoscope Play and Learn groups including:

- Meeting/coordinating as needed to ensure scope and context of the Play and Learn groups meet the constraints and structure of the funding source.
- Identification and recruitment of participants as needed.
- Set-up and clean-up of off-site meeting space.
- Facilitation of weekly meetings including an outcomes-based group learning and activity time, creative play time for children, and circle time (bilingual as applicable).
- Assisting the Play and Learn Program Coordinator in gathering, translating and distributing culturally appropriate written resources.
- Follow up and referrals to community resources for participants as needed.

Operation Management

- Pre/Post Surveys: Be responsible with the Play and Learn Program Coordinator to distribute pre and post participant information as provided by the King County Kaleidoscope Play and Learn Network.
- Documentation: Be responsible with the Play and Learn Program Coordinator to create, establish and implement process and procedure for documentation of weekly activities including planning materials and participant attendance and registration.
- Budget/Financial: Be responsible with the Play and Learn Program Coordinator that purchases, staffing, etc. fall within the established budget and that all receipts, money etc. is accounted for.

Evaluation/Reporting

Be responsible with the Play and Learn Program Coordinator for the preparation and submission of any and all needed documentation/reports, including:

- Assembly, compilation, analysis of information, data etc. needed to satisfy funder requirements and information requested from the King County Kaleidoscope Play and Learn Network.
- Individual summary and evaluation of services.

Other duties as assigned