

PLAY & LEARN FACILITATOR

Date/Time/Place: Tuesday - 10:00am to 12:30pm at Rainier Beach Library **and/or**
Thursday - 10:00am to 12:30pm at Columbia City Library

Salary Range: Non Exempt - \$18.04/HOUR

Essential Attributes, Skills, Competencies, and Experience

- 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.
 - 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.
 - 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 i.e. Spanish
 - Excellent oral and written communication skills in English.
 - Able to lift tables and chairs, routinely kneel, bend, crouch/sit on the floor for extended periods of time.
 - Able to work independently, problem-solve as well as multi-task and prioritize multiple demands on time and attention.
 - Knowledge of community resources, specifically those related to child and family health in King County.
 - Must be able to pass criminal background checks.
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General Duties & 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/facilitating as needed to ensure scope and context of the Play and Learn groups meet the constraints and structure of the funding source and consistent with *Kaleidoscope Play & Learn Guidelines*.
- Identification and recruitment of participants as needed.
- Set-up and clean-up of off-site meeting space.
- Facilitation of weekly meetings and create a safe, trusting, collaborative learning community within group including child-directed play centers, modeling play activities and caregiver-child interactions, 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

- Annual Surveys: Be responsible with the Play and Learn Program Coordinator to distribute annual survey for 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.

Physical Demands and Work Environment

While performing the duties of this job, the Play and Learn Facilitation is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents and use writing instruments. Must be in good general health and demonstrate emotional stability.

Other duties as assigned