



# Play and Learn Coordinator

Job Description

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<b>Program:</b>	Play and Learn
<b>Reports To:</b>	Executive Director
<b>Location:</b>	NA
<b>FLSA Status:</b>	Non-Exempt / Exempt
<b>Position Status:</b>	Full Time

## Position Summary

The Play & Learn Coordinator oversees the Kaleidoscope Play & Learn (KPL) Groups for the organization. The KPL Groups are held in partnership with the Seattle Public Libraries and Mercy Housing Northwest.

## Essential Functions

### Preparation and Facilitation

- Meeting and coordinating as needed to ensure scope and context of the Play & Learn groups to meet the constraints and structure of the funding source.
- Identification and recruitment of staff to run groups and participants as needed.
- Ensure proper health standards are in place for set-up and clean up meeting spaces.
- Facilitate meetings as needed to include outcome-based group learning and activity time, creative play time for children and bilingual circle time.
- Follow up and referrals to community resources for participants as needed.

### Management

- Responsible for creating, establishing and implementing process and procedures for the documentation of weekly activities that include planning materials, participant attendance and registration.
- Responsible for purchases, staffing, etc. that fall within the established budget; all receipts and money is accounted.
- Responsible for hiring staff to facilitate KPL Group and ensure the training of the staff to meet the KPL requirements

### Evaluation and Reporting

- Assembly, compilation, analysis of information and data needed to satisfy funder requirements and information requested from the King County Play & Learn network.
- Final accounting for money spent.
- Individual summary and evaluation of services

*Note: The job duties listed here are not intended to be an exhaustive list. Incumbent may be required to perform other duties in order to meet the needs of DLEC.*



## Skills, Competencies and Experience

- AA degree in Early Childhood or related field.
- Prior experience in providing family support services.
- Prior experience working with children 0-5 years old and their families.
- Valid Washington state driver's license and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
- Ability to work flexible schedule, including evenings and weekends as required.
- Computer proficiency: Word, Excel, Publisher, other applications.
- Knowledge of basic office equipment: copy, fax, voice mail etc.
- Excellent oral and written communication skills.
- Those skills and abilities that meet generally accepted levels of management; including professionalism, monitoring, organization, analysis, and presentation.
- Able to speak before small and large groups: answer questions and give program information.
- Excellent organizational and time management skills.
- Bilingual in English and language(s) as determined as needed by DLEC preferred

## Physical Demands and Working Conditions

Physical Demands: To perform the job the employee is frequently required to talk, hear, stand, walk, stoop, and balance, kneel, crouch, reach with hands and arms. The incumbent will be required to carry materials weighing up to 40 lbs. on frequent basis, on an occasional basis lifting up to 50 lbs.

Working Conditions: The work is typically performed in an early childhood school environment, with moderate to loud noise level. Frequent travel to other site locations is needed.

*The physical demands described here must be met by an employee to successfully perform the essential functions of this job. The working conditions are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*