



Job Description

PLAY & LEARN FACILITATOR

Reports To: Play & Learn Coordinator

Salary Range:

*This position is hybrid in-person and remote.

About Denise Louie Education Center:

From the beginning, we have always put the needs of the families we serve first. Our **MISSION** is to promote school and life readiness by providing multicultural early learning services to children and families, especially those who need our services the most. We will respect and preserve each child and family's individuality, cultural heritage, and home language. We will promote personal and social responsibility with integrity and love in an environment defined by social justice and peace.

We have a **VISION** of educating and empowering children and families to reach their full potential so they can advocate for themselves, our community, and the world.

About the Play & Learn Program:

We are one of the organizations partnering with Child Care Resources, King County and the Seattle Public Library to offer Kaleidoscope Play and Learn in King County. This is a program for parents and caregivers of young children to learn and explore together. This facilitated program is designed to support the development of children's school readiness skills and to provide education and support for parents and caregivers. Play and Learn is a free program, funded primarily by King County. Adults accompany children for the duration of the program. Play & Learn groups are structured with child-directed free play, coordinated group activity, and intentional caregiver learning.

With the onset of the pandemic, our onsite programs transitioned into the digital space via Zoom and YouTube. We continue to offer one weekly remote session via Zoom, a virtual library of YouTube videos, and have transitioned one session to an outdoor setting, following COVID-19 protocols for health and safety.

To learn more: [Deniselouie.org/services/play-learn](https://deniselouie.org/services/play-learn)

Essential Attributes:

- Displays excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families & children. Is positive, open to receiving and providing constructive feedback.
- Takes ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation.
- Maintains positive, compassionate, and respectful working relationships with families from diverse cultural backgrounds.

➤ Demonstrates 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 required Kaleidoscope Play and Learn trainings 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, sit on the floor, lift bins of toys and materials, and work in outdoor, indoor, and remote settings 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 Facilitator is responsible, with the Play and Learn Program Coordinator, for the curriculum planning, facilitation, and monitoring of identified Play and Learn groups offered by DLEC.

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 in-person weekly sessions including an outcomes-based group learning and activity time, creative play time for children, and circle time (bilingual as applicable).
- Facilitation of remote weekly sessions via Zoom.
- Recordings of virtual session segments and upload to virtual library.
- 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

- Health/Safety: Ensure all COVID-19 health protocols are followed and up-to-date with local and CDC guidelines.

- 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