



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Job Title: Playgroup Facilitator
Work Location: Port Townsend and Port Hadlock
Program: Kaleidoscope Play & Learn
Reports to: Program Manager
Position Type: Part-Time, approximately 6 - 12 hours / week
Hours of Operation: To Be Determined
Salary: \$16 - \$20 / hour DOE

Position Summary

First Step Family Support Center has an opening for a part-time Kaleidoscope Play & Learn Group Facilitator position in Jefferson County. The Playgroup Facilitator will be responsible for planning and running playgroups using the Kaleidoscope Play & Learn curriculum. Playgroups focus on supporting family, friends, parents, and caregivers in knowing how they can support children's healthy development through play and quality adult/child interactions. The Playgroup Facilitator will be responsible for planning and leading playgroups as well as purchasing program materials and recordkeeping.

Duties Include:

1. Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation.
2. Demonstrate a passion for the community served, and the mission and values of First Step Family Support Center. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
3. Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families & children.
4. Develop weekly lesson plans
5. Establish and nurture collaborative relationships with caregivers, community partners, and colleagues

Education and Work Experience, a strong candidate will have all or most of the following:

1. Knowledge of Kaleidoscope Play & Learn curriculum preferred.
2. Formal training in early childhood development with a strong commitment to play-based learning.
3. At least 2 years of experience working with children ages 1 to 5 years old in an early child development environment.
4. Experience in community outreach.
5. Ability to work independently, problem solve, multi-task, and prioritize multiple demands.
6. Ability to meet the physical demands of working with active young children and modeling play activities.
7. Current Infant CPR and First Aid certification highly recommended.

Additional Requirements

1. Attend Kaleidoscope Play & Learn facilitator training at earliest availability.
2. Passion for job, upbeat, enthusiastic, team player.
3. Occasional stooping, bending, lifting and reaching. Employee must be able to lift and transport up to 25 pounds.
4. Employee must have reliable vehicle, driver's license and current insurance.
5. Employee must be able to work in noisy and crowded environments.

COVID-19 Requirements:

Per the Governor's Mandate, Kaleidoscope Play & Learn staff are required to provide proof of full COVID-19 vaccination upon hire. Exemption requests will be considered. Masks are required in KPL play groups by all attendees 5 years of age and older.

Send cover letter and resume to employment_fstep@olyphen.com

This job description is our best approximation of the job and is subject to change

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