SAMPLE POSITION DESCRIPTION

Position Title: Supported Playgroup Coordinator/Leader

Tenure:

Remuneration:

Location: Venue address

JOB PURPOSE

Supported playgroups target families with babies, toddlers and preschoolers that would not normally access a community playgroup. The primary role of the Supported Playgroup Coordinator/Leader is to work with families to help families have a safe and supportive playgroup experience. The primary role of the Supported Playgroup Coordinator/Leader is to assist families to have a safe and enjoyable playgroup experience.

DUTIES

- Engage and support families and their children so that they can enjoy a safe and supportive playgroup experience.
- Build trust and consistent relationships with parents/caregivers and children.
- Empower families to self manage the playgroup. This includes mentoring parents in the supported playgroup with the capacity and will to assume leadership roles so the playgroup can continue after the leader’s role ends. Identify and mentor adults who have the capacity and interest in leadership roles.
- Empower families to self manage their playgroup through support, modelling and transference of skills.
- Demonstrate and offer advice on implementing suitable play experiences in line with family expectations and children’s developmental needs. Demonstrate play experiences that meet children’s developmental needs and family expectations.
- Model and encourage appropriate behaviour guidance for children
- Create opportunities to discuss parenting and family issues within the program.
- Follow up issues raised by families.
- Create ways to involve and engage the whole family, particularly fathers.
- Help families to connect with other community parenting services e.g. Maternal and Child Health, as opportunities arise.

JOB DIMENSIONS, RELATIONSHIPS AND EXTENT OF AUTHORITY

Supported playgroup leader reports to - insert name and or title.

POSITION REQUIREMENTS

Qualifications, experience and/or training

- Essential: Tertiary qualifications or considerable experience in early childhood, or community development, or social work is a pre-requisite
- Desirable: A proven capacity to work with families particularly from indigenous and CALD background. A proven capacity to work with:
  o families from indigenous and CALD background
  o young and teenage parents
families with a member who has a physical or intellectual disability
o disadvantaged families.

Specialised job knowledge - Demonstrated ability selection criteria
- Demonstrated ability to lead and manage a group based project
- Excellent interpersonal skills and ability to interact and communicate with families, stakeholders from varying social contexts, and other professionals within the field
- Understanding of services available locally
- Ability to apply family centred practices
- Accurately record and evaluate a program

CONDITIONS
Requirements include a current criminal history check, mandatory compliance with state-related child protection legislation, and compliance with email, IT and privacy policies

CRITICAL COMPETENCIES

Teamwork
- Demonstrates a team spirit to build and maintain cooperative and productive relationships

Oral, written communication
- Understood when communicating orally
- Listens actively and encourages further communication
- Writes with professional flair, with a clear purpose using appropriate language
- Writes clearly and uses appropriate language

Initiative
- Demonstrates self reliance and resourcefulness
- Is pro-active, and anticipates developments
- Does more than is specifically required