

## Job Description – Playgroup Facilitator

### Job Purpose

To engage playgroup participants in a high quality playgroup environment based upon Biblical World View principles that nurtures the whole child. The Playgroup Facilitator will be responsible for the day to day running of the playgroup sessions to ensure safe, stimulating play and to provide for the needs of the whole child.

### Reporting

The position holder reports directly to the Principal of Small World Christian Kindergarten, who reports to the Executive Director.

### Key Duties

#### Responsibilities:

- To deliver playgroup programmes for participants (young children and their caregivers).
- To prepare programme materials and rooms for playgroup activities.
- To establish productive working relationships with participants and acting as a role model.
- To provide a variety of materials and resources for participants to explore, manipulate and use, both in activities and in imaginative play.
- To organise and lead activities, such as games, arts and crafts, music, and storytelling.
- To encourage all participants to interact cooperatively with others and to engage all participants in activities.
- To select, store, order, issue and inventory play room equipment, materials and supplies.
- To maintain activities, play environment and equipment to ensure the safety of participants.
- To provide positive guidance as caregivers help children develop self-control.
- To take time to listen and respond to participants and encourage them in their play.
- To communicate clearly and effectively in a manner that participants understand.
- To establish constructive relationships with caregivers.

#### Community:

- To communicate with parents providing regular and proactive updates and information about their child's participation in the playgroup sessions.
- To be a positive representative in the community that encourages them to support the Vision and Mission of Generations.

#### Administration:

- To ensure that play room administrative duties are carried out promptly and thoroughly such as distribution of letters and information to parents, collection and processing of moneys and forms, submission of internal forms.
- To provide ad-hoc administration support to the office if required.

**Risk Management:**

- To monitor participants and the environment for safety and security. Identifying areas of risk and working with the Principal and other staff to improve safety and security for all people and property.

**Other:**

- To perform other ad hoc duties as required.