



the Center for ALEXANDRIA'S CHILDREN

1900 North Beauregard Street, Suite 200, Alexandria, VA 22311

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CenterforAlexandriasChildren.org

Position Title: Learn & PlayGroup™ Coordinator/Facilitator

Reports To: Executive Director

FLSA Status: PTE/up to 32 hours/week, 9 am -2 pm (follows ACPS calendar)

Opening/Closing: May 31, 2018/Until filled

Compensation: \$20-\$24/hour, commensurate with experience

DESCRIPTION:

The Center for Alexandria's Children is the City's primary resource for the prevention, investigation and treatment of child abuse. Learn & PlayGroups™ promote the well-being of families by connecting adults, children and families to one another and to community and school resources while engaging in developmentally appropriate, play-based learning experiences. Learn & PlayGroups™ are open to all families in the city of Alexandria with children ages 0 to 5. These playgroups serve a diverse group of families who attend at various sites throughout the City. Caregivers and their children attend groups together to learn more about resources, parenting, developmentally appropriate activities and to enjoy the company of other families. Playgroups utilize the Learn & PlayGroup™ curriculum, which was created by the Center and guides the instruction and play of playgroups.

QUALIFICATIONS:

The role of the Learn & PlayGroup™ Coordinator/Facilitator is multifaceted. The individual will connect people and ideas, connect families to community and school resources and to friends. Qualified candidates will:

- Exhibit strong leadership skills and feel comfortable leading activities in front of a group
- Be organized and prepared
- Be able to create a warm and welcoming environment for culturally diverse families
- Be flexible and will be able to multitask
- Have a knowledge of typical early childhood development
- Take initiative and will be able to work independently
- Implement the Learn & PlayGroup™ Curriculum, adapt it as needed and work towards weekly developmental goals
- Be a resource for parents by coaching, modeling and giving advice
- Know how to access community resources available to parents and families
- Be enthusiastic, responsive and eager to learn

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Coordinator

- Market LPGs and the LPG Curriculum to the community
- Conduct monthly planning/supervision meetings with the team
- Coordinate training and lectures by other community organizations for team as needed and requested
- Assure communication and coordination among City agencies, private agencies, disciplines, services and programs involved with the Center and the Learn & PlayGroup™ Program.
- Provide programmatic support, as needed, for the dissemination of the LPG Curriculum.
- Manage and analyze attendance, registration, evaluation and other program data and create reports for funders, stakeholders and other audiences



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Facilitator

- Organize and lead weekly parent-child playgroups
- Assist families by providing referrals and access to community resources
- Implement the Learn & PlayGroup™ Curriculum with fidelity, utilize and create adaptations to the curriculum based on the age of children attending group
- Maintain attendance, registration, evaluations and other forms, continuously enter and track information
- Develop and maintain relationships with neighborhood community organizations
- Participate in professional development trainings and represent the agency at community events
- Meet with and advise parents during “office hours” before and after playgroup sessions
- Assist with media outreach as related to playgroups, including social media
- Set up, clean and transport playgroup supplies between sites
- Represent the agency to families, partners and funders
- Maintain regular communication with the Center for Alexandria's Children staff
- Consult with parents and offer information on developmentally appropriate practices

The ideal candidate will have:

- A minimum of 3 years' experience in Early Childhood, Parenting Program, Public Health or Social work
- Experience working with infants and toddlers or families with young children
- Bilingual in Spanish and English
- Strong organizational skills
- Experience working with ethnically and economically diverse communities
- Ability to develop strong working relationships with others (individuals and agencies)
- Ability to lead others; work independently with minimal supervision and as part of a team
- Experience with home visiting or within community- based settings
- Virginia driver's license with clean driving record and access to a car with current registration

Application Process:

Eligible candidates should submit the following information to be considered for the position:

- Cover Letter
- Resume or Curriculum Vitae
- List of 3-5 professional/personal references (name, current title, address, phone number, e-mail).

Application materials must be submitted via email in Word or PDF format to Charlie Pham at charlie@alexandriaskids.org. Email subject line should read “LPG Position” and include the applicant's first and last name.

No phone calls or walk-ins will be accepted.