



Spanish Language Kaleidoscope Play and Learn Group Facilitator

Status: Part-Time (10 Hours Per Week) 50 weeks annually - Non-exempt

Salary: \$30.00/hr.

Benefits not applicable

Reports to: Early Learning Program Director

Position Purpose:

We have a current opportunity for a part time, Spanish Language Kaleidoscope Play and Learn Group Facilitator. This is an exciting opportunity to use your knowledge and experience to help facilitate weekly Kaleidoscope Play and Learn Groups at the Community Resource Center of Stanwood Camano. The primary role of this new position is to develop strong relationships with families/caregivers to provide supports and create outreach to Spanish speaking families in our community, expanding access and connect families to services and supports that meet health, mental health, and financial needs. Additionally, the facilitator provides information about early childhood development, resources in the community, and supports such as developmental screening of children.

Essential Job Duties and Responsibilities:

Program Services and Development Duties:

1. Implement programs and services based on the needs of our children and families in the Stanwood-Camano community. The CRC-SC's programs and services are meant to incorporate family support principles, based on best practices and current research, be adaptable, and resilient.
2. Build relationships with our families/caregivers of youth 0-5 years old, through programming Kaleidoscope Play and Learn Groups. Support the Making Life Work Collaborative in its Kindergarten Readiness 360 Initiative.
3. Create and/or maintains relationships with local schools, youth organizations, partner agencies and local businesses to provide quality programming.
4. Act as a liaison for CRC-SC and KPL program in the community. Represent the mission and vision of CRC-SC and KPL groups attend related meetings and events.

General CRC/KPL Job Duties:

1. Keep current with research, literature and best practices related to family support principles, community support, and child development.
2. Perform some administrative functions as needed: answer and route telephone calls, check agency voicemail and route messages, greet, and assist customers.
3. Keep current with center operations and procedures; assist in center operations when needed; responsible for opening-up and closing duties as applicable; responsible for correct procedures of receipting, documenting.
4. Other duties as assigned, related to the general functions as outlined above.

Skills Required:

1. *Customer focused:* Striving for high client satisfaction, going out of the way to be helpful and pleasant, making it as easy as possible on the client.

2. *Coach-ability*: Being receptive to feedback, willing to learn, and embrace continuous improvement.
3. *Collegiality*: Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
4. *Initiative*: Taking ownership of the work, doing what is needed without being asked, following through on tasks and assignments.
5. *Efficiency*: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Minimum Qualifications:

- 1+ years of experience working with young children this may include a combination of education, training, volunteer, and previous work experience.
- Be bilingual or speak Spanish fluently.
- Strong knowledge and understanding of early childhood development and ability to relate well with parents/caregivers and infants and toddlers. Capable of relating well to individuals from diverse backgrounds, cultures, education levels and varied socio-economic backgrounds.
- Ability to communicate clearly and effectively, both verbally and in writing, with people from a variety of cultural, economic, and ethnic backgrounds. Utilizes proper grammar, spelling, punctuation, and composition.
- Working knowledge of Microsoft Excel, Outlook and Word. Ability to perform thorough internet searches, accurately complete data entry logs and clearly transmit information through email. Ability to work effectively with specialized software applications.
- Ability to translate written materials.
- Complete a background check
- Complete KPL and training hours necessary to obtain and maintain KPL facilitator status.
- Familiarity or experience with maintaining records of participation and attendance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The CRC-SC may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to walk, talk, bend, stoop, lift carry, push, pull, climb or balance, sit or stand for extended periods, reach with hands and arms, use hands to manipulate or feel, hear sounds, and have the ability to lift 30lbs.

Employee Signature

Date

Executive Director Signature

Date