

Job Description

Playgroup Coordinator



Responsible to	Community Support Coordinator Team Leader
Time requirement	8 hours per week – 2 sessions
Functional relationships	Volunteers Community Support Coordinators Group Coordinators National Community Development Team
Primary Purpose	To maintain a quality Plunket Playgroup available and accessible to families/caregivers in Sandringham and Kingsland on a regular basis. Provide a range of educational activities to foster children’s learning and development.

<p>Person Specification</p> <ul style="list-style-type: none"> • Proactive and self-motivated. • ECE familiarity and an understanding of MOE playgroup requirements. • Group facilitation skill and experience. • Ideally an understanding of Plunket policies and processes. • Has integrity, reliability and maintains confidentiality. • A commitment to Plunket, its vision and objectives. • Physically fit, energetic with a warm outgoing personality. • Culturally sensitive and has a commitment to the Treaty of Waitangi.

Key Tasks	Outcomes
<p><u>Setup and cleanup of playgroup</u></p> <ol style="list-style-type: none"> 1. Ensure playgroup area is clean and child friendly before setting up 2. Ensure play equipment is clean and safe before setting up 3. Set up play equipment, activities and refreshments 4. Provide special area for clients and babies under one 5. Tidy up play equipment, activities and refreshments 6. Ensure playgroup area is clean and tidy before leaving 	<p>Quality groups are provided and risk is minimized.</p> <p>Playgroup space, facilities and equipment are safe and sufficient to support the learning and wellbeing of children attending.</p> <p>A range of learning opportunities and experiences are planned for and provided.</p>
<p><u>Meet and greet parents/caregivers and children at beginning of each session</u></p> <ol style="list-style-type: none"> 1. Meet and greet clients and children 2. Ensure each client fills out the Attendance Register and is aware of Fire Evacuation process and where the toilets are situated 3. Ensure new clients are given a Playgroup Information Sheet and explain how the playgroup works 4. Collect donations. 5. Give out any notices. 	<p>The Playgroup is effectively managed in accordance with good management practices.</p> <p>The group is managed in a collaborative way with clients.</p> <p>Plunket Health and Safety processes are followed.</p> <p>Appropriate rules and behavioral boundaries are consistently and positively applied.</p> <p>Funds are raised to support the group.</p> <p>Clients can access up to date information on community groups via all communication channels.</p>

<p><u>Encourage parent contribution</u></p> <ol style="list-style-type: none"> 1. Be 'pro-Plunket' in all dealings 2. Encourage volunteering 3. Keep a list of options for volunteer work available 4. Encourage parents/caregivers to run an activity or contribute a story or song 	<p>Plunket volunteer recruitment strategy is followed. Clients understand the value of volunteering for Plunket.</p>
<p><u>Provide a welcoming friendly environment</u></p> <ol style="list-style-type: none"> 1. Help create an atmosphere that is friendly, relaxed and welcoming 2. Help promote friendships between parents 3. Encourage activities that are inclusive 	<p>The group is managed in a collaborative way with clients.</p> <p>Clients feel supported and part of community group.</p> <p>Clients take ownership of group.</p> <p>Group is a safe environment where participation by all is encouraged.</p>
<p><u>Outside Session times - the co-ordinator is required to:</u></p> <ol style="list-style-type: none"> 1. Liaise with the Sandringham Plunket Group (if one is established) whose role is to provide support and advice in setting the direction for the playgroup, and to be the first call for relief on sick days 2. Attend any relevant workshops as directed by Community Support Coordinator Team Leader. 3. Audit the playgroup equipment on an annual basis 4. Maintain an Inventory Register for playgroup equipment 5. Provide the CSC Team Leader with a Playgroup Report each month (attendance numbers, contact details, donations, activities, feedback and suggestions for new playgroup equipment) 6. Provide the Plunket Volunteers with Playgroup information regularly for the Monthly Database Emails. 7. Organise a Playgroup Christmas Party each year. 8. Organise for toys to be cleaned each term. 9. Organise for regular fire evacuation drills to take place. 10. Send attendance registers to CSL administrator on a monthly basis. 	<p>Quality groups are provided and risk is minimized.</p> <p>Volunteers are informed and can also support group coordinators.</p> <p>Groups are evaluated to meet outcomes.</p> <p>Plunket Area staff and volunteers can access up to date, accurate details of all community groups in Auckland.</p> <p>Volunteers and Management are informed of group requirements, barriers and outcomes.</p> <p>Group is linked to whole Plunket service. Global view is encouraged.</p>