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| **Mobile Playgroup Coordinator Position Description** |

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| **Overview** |
| A mobile early childhood service has been established by Counties Manukau Kindergarten Association (CMKA) to operate in the suburban areas surrounding Takanini and Papakura during **kindergarten/ school term times only.**  The service operates from a customised truck and is staffed by two coordinators who work together.  The service provides opportunities for families to access information about the benefits of attending an early childhood service, support’s them in establishing their child’s engagement with early childhood services, and supports the development of a relationship with their local early childhood service that will encourage enrolment into the service when their child reaches the appropriate age.  The target audience for the service is families of children aged between 6 months and 5 years who are not currently participating in early childhood education. |

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| **Hours of Operation** |
| * The mobile playgroup will operate for 15 hours per week during **kindergarten/school term times only**, in a range of community settings and environments * The service will be responsive to the needs of the communities in which it will operate. Therefore a flexible approach to the hours and times of operation is required. * Generally, the hours of work will be completed between 9.00am – 12.00pm up to 5 days per week according to an agreed and approved schedule, with some flexibility required to enable the mobile service to occasionally attend community events which may occur outside of these hours. |

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| **Reporting Requirements** |
| The Playgroup Coordinator will:   * Report directly to the Early Learning Counties Manukau (ELCM) Operations Manager who will oversee the service on behalf of CMKA * Complete any required administration including attendance and enrolment documentation, planning and correspondence |

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| **Working Relationships** |
| The Playgroup Coordinator will maintain working relationships with:   * CMKA employees * Children, and their families and whānau * Community leaders * Community services * ELCM Operations Manager and CMKA Head Office * CMKA Kindergarten Head Teachers and teaching teams * ELCM Early Learning Centre Managers and teaching teams * Local early childhood education providers * Local schools * Other providers of advice and support for families as appropriate |

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| **Mobile Playgroup Coordinator Role** |
| Overview:   * Two coordinators will be employed by CMKA for 15 hours per week each. The coordinators will work together on the mobile service. A flexible approach to the structure of these hours is required as CMKA develops the role (see Hours of Operation). The hours of work may be reviewed at the end of the first year of operation.   The successful applicants will have:   * A current class 2 truck driver’s licence (Optional) * A competent skill level with information and communication technologies (ICT) * A strong commitment to the well-being and education of young children * An understanding of and the ability to establish and maintain positive relationships across a range of clients * Personal attributes which include being energetic, motivated, reliable, trustworthy, professional, and self-managing * Suitable skills and experience with administration * The ability to establish good links with diverse communities   The playgroup coordinators will:   * Attract and engage families whose children do not currently participate in early childhood education * Be present for all the hours of operation of each playgroup * Be proactive in developing links between parents and local early childhood education services, local community services or networks. * Comply with all CMKA policies and procedures relevant to the operation of the mobile playgroup * Contact and work with families * Ensure that all families who access the service are welcomed and integrated into the playgroup and are provided with support and information about local early childhood services * Liaise with the ELCM Operations Manager to develop a curriculum for the playgroup based on the teaching and learning practices of CMKA * Maintain playgroup enrolment and attendance records * Maintain records regarding communications and other administrative records relating to the playgroup * Regularly report to CMKA Head Office - reporting directly to Early Learning Counties Manukau (ELCM) Operation Manager * Support families to engage in their child’s learning |