



<b>POSITION DESCRIPTION</b>	
<b>POSITION</b>	Playgroup Assistant – Playing Around the World – Central Coast
<b>REPORTS TO</b>	Playing Around the World (PAW) Facilitator – Wyong, and through them to Multicultural Community Development Project Worker
<b>DIRECT REPORTS</b>	N/A
<b>POSITION SUMMARY</b>	Assist the PAW Facilitator with set up, running and pack up of “Playing Around the World” supported playgroup
<b>LAST REVIEW</b>	April 2021 (Settlement Team Manager)

## Key Responsibilities and Accountabilities

- Set up and pack up of children's activity area and other resources and equipment each week (including some carrying of equipment)
- Support the PAW Playgroup Facilitator to implement the daily routine of the Playgroup with parents and children, and other tasks that facilitate the group
- Assist with COVID19 Safety Plan cleaning of room, equipment and toys before and after playgroup.
- Undertake other health and hygiene routines, and maintaining COVID19 safe procedures
- Assist with preparation of morning tea.
- Model good child care practice to parents
- Support children and families to engage in playgroup activities including art, craft, story/ music group.
- Interact positively with children and families responding to children's needs.
- Maintain a respectful, kind and non – judgemental view with all families.
- Assist in maintaining a safe and supportive environment and refer any concerns about children or families to Facilitator.
- Follow directions of Playgroup Facilitator, and work as a team with Facilitator and volunteers to respond to children's needs and to run an effective program
- Refer any concerns about any child to the Playgroup Facilitator
- Notify the Playgroup Facilitator about any incident and accident, or risks identified.
- Support with preparation and running of significant events in Playgroup program.
- Support the Playgroup Facilitator in any other tasks allocated
- From time to time undertake other activities that support the activities of the Central Coast Settlement and Communities team

## POSITION REQUIREMENTS

### Essential

- Child Care or Community work skills and experience
- Physical capability required for setting up/ packing away activities and lifting equipment and playing with children.
- Understanding of culturally and linguistically diverse communities.



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- Caring, friendly, patient, responsive to children's needs, sense of humour/fun, punctuality, reliability, flexibility.
- Ability to collaborate with others, provide and accept advice and assistance from colleagues to meet common goals.
- Commitment to excellence, safety, innovation and continuous improvement.
- Demonstrated strong time management skills and ability to follow instructions
- Reliable and prompt with a professional, neat and tidy appearance.
- Must complete NSS COVID training

## Desirable

- Qualifications in Child Care or Community Services
- Experience working with culturally and linguistically diverse (CALD) communities

## SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Northern Settlement Services Limited.

<b>Print Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Manager Name</b>			
<b>Manager Signature</b>		<b>Date</b>	