

## **Early Childhood Playgroup Facilitator**

Classification Level NE 2

Kenosha Achievement Center, Inc.

1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal and External:** 6/12/2024

**Hours:** Up to 40/week

**Apply To:** Jill Sorensen

**REPORTS TO:** Early Childhood Program Supervisor

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of people with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Early Childhood Playgroup Facilitator's responsibility is to facilitate playgroups for families with children birth to five, to foster positive relationships between children and caregivers, and work with the Early Childhood Team to support families in their role as their child's first teacher.

### **TYPICAL RESPONSIBILITIES:**

1. Plan, Coordinate, and facilitate Early Childhood socializations and playgroups; includes occasional evenings and weekends
2. Establish and maintain professional relationships with families, volunteers, community partners, and agency personnel.
3. Collaborate with Early Childhood staff to support childrens' individual goals.
4. Meet all Early Head Start performance standards.
5. Travel to off-site locations for the provision of services.
6. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
7. Perform other duties as assigned by supervisor.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- Associate degree in early childhood, human or family services, or a combination of education and experience.
- Excellent oral and written and computer communications skills.
- Computer literacy
- Must have a valid driver's license, clean driving record, and insurance.
- Must have a vehicle that KAC determines is in good working order.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

3/5/2024

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**PREFERRED QUALIFICATIONS:**

- BA in related field.
- Bilingual with oral and written proficiency in English and Spanish.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 40% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds with help, 35 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level. Off-site work is required which may differ than what is stated.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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3/5/2024