

## POSITION DESCRIPTION

### PlayConnect + Project Coordinator

<b>Reports to</b>	Programs Manager		
<b>Team</b>	PlayConnect +		
<b>Line Management</b>	PlayConnect + Senior PlayConnect + Playgroup Support Worker		
<b>CEO approval</b>	David Zarb	<b>Date</b>	

#### Job Summary

- Coordinate all aspects of the PlayConnect + program as per contractual requirements.

#### Duty Statement

##### Program Coordination

- In collaboration with the Programs Manager plan, implement and oversee all aspects of the PlayConnect + playgroup program as per contractual and organisational requirements.
- Line manage PlayConnect + staff, ensuring quality service provision.
- Identify and address staff development needs.
- Provide support, mentoring and training to playgroup staff and volunteers as required.
- Provide information and support to PlayConnect + staff to assist them in providing developmentally appropriate play experiences with their young children and support the transfer of learning to home and other environments as appropriate.

##### Reporting

- Oversee processes and systems for collecting and recoding data and other information required for program reporting.
- Responsible for the maintenance of records on program/participant outcomes and reporting requirements.

##### Financial Accountability

- In collaboration with the Programs Manager, develops, manages and monitors program budgets.
- Maintains expenditure records and receipts in accordance with PGWA processes.

- Monitors and coordinates playgroup purchasing in consultation with Line Manager and PlayConnect + staff and in accordance with PGWA processes.

### **External Relationships**

- Assist playgroup staff to link families with local services and support their engagement in their children’s development and transition to school.
- Manage enquiries from families and service providers.
- Build and maintain networks with relevant community services and organisations.
- Maintain relationship with funding body regarding PlayConnect + program matters.

### **Organisational Requirements**

- Maintain a safe working environment and report all incidents and near misses to the Line Manager.
- Follow Playgroup PGWA WHS policies, procedures and guidelines.
- Participate in meetings with PGWA teams and contribute to the broader PGWA operational and strategic processes in person or other by means in consultation with the Line Manager.
- Undertake professional development in consultation with the Line Manager and in accordance with PGWA requirements.

<b>Selection Criteria</b>
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### **Essential Criteria**

1. Qualifications and experience in early childhood education or other relevant qualification.
2. Experience in program coordination or project management.
3. Demonstrated experience in community capacity building and family focussed service delivery.
4. Excellent skills and experience in managing and developing staff.
5. Substantial knowledge of early childhood development.
6. Substantial knowledge of contemporary approaches to disability.
7. Strong organisational, administration and time management skills.
8. Highly developed interpersonal skills.
9. Ability to use Microsoft Office applications.

### **Essential Requirements**

- Current Working with Children Check
- Current Police Clearance
- Current valid Driver’s Licence for use in WA
- Current First Aid Certificate