

Job Description

Job Title: Playroom and Community Engagement Associate Part-Time 20 hours/week

Program: Library Playrooms/Community Engagement

Last Updated: November 2022

Salary Range: \$16 - \$20 per hour

Purpose

The Playroom and Community Engagement Associate provides staffing coverage and/or regular session coverage for the Family Connections library playrooms. Provides participants with guidance, support, and information. Ensure that participants have signed in and, if necessary, complete a registration form. Engages parents, caregivers, and families of young children, community stakeholders and service providers in specific communities through targeted outreach efforts, attendance at community events and meetings.

Essential Job Functions

Playroom

Arrive ahead of the start time to set up and prepare the playroom space

Stay after the end time to clean up and ready the playroom for the next session

Provide participants with guidance, support, and information

Ensure that participants have signed in and put sign in sheet in designated location

Where applicable, ensure that participants have completed a registration form

Make sure the room is secure.

Ensure the safety and cleanliness of the room, materials, and equipment

Community Engagement

Become familiar with the designated community and neighborhood

Be visible and frequently visit and attend community gathering places, events, and meetings

Cultivate relationships with residents, community stakeholders and service providers

Share information about and encourage participation in current FC activities

Assess opportunities for FC to provide community-based programming.

Required Qualifications

Education, Training and Experience

Bachelor's degree with 2-3 years' experience in community organizing, early childhood, and/or related fields

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of or willing to learn early childhood and parenting information skills
2. Knowledge of or willing to learn family support principles and practices
3. Comfortable initiating relationships
4. Familiar with or willing to learn about community organizing and outreach
5. High degree of integrity and highly ethical
6. Strong interpersonal skills
7. Excellent written and oral communication skills
8. Professional personal presentation
9. Attention to detail; punctual and reliable
10. High degree of initiative and independent judgement

11. Able to organize work, engage in a variety of tasks simultaneously
12. Able to problem solve and trouble shoot

Able to use Microsoft Office and social media and platforms such as Eventbrite.

Preferred Qualifications

Education, Training and Experience

Master's degree in early childhood, urban planning, community organizing, or related field with 5-7 years' experience in community organizing, early childhood, or related fields

Knowledge, Skills, Abilities and Personal Characteristics

1. Experience in early childhood and parenting information
2. Experience with family support principles and practices
3. Experience initiating relationships
4. Experience with community organizing

In addition, all Family Connections staff are expected to be proficient in most and continuously growing in all these Core Competencies

Interpersonal relations and team building. Establishes rapport with others across organization; respects and collaborates with others; considers and responds to the needs, feelings, and capabilities of others; establishes an open dialogue with others; shares information and decision-making responsibility with team members.

Personal integrity, professional conduct, self, and time management. Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; Models appropriate professional behavior and speaks directly to people rather than at people; Accepts responsibility for own actions and willingly accepts constructive feedback; Maintains confidentiality and upholds ethical standards; Assesses own skills and identifies areas of improvement; Sets and achieves goals and works independently; Manages time effectively and completes assignments in a timely manner; Balances priorities and manages multiple tasks and projects.

Fostering diversity. Understands and embraces the differences that individuals, participants and staff bring to Family Connections; encourages and fosters the unique contributions and varied talents of diverse groups and individuals; Values, develops, nurtures, uses, and celebrates group and individual diversity; Removes barriers to participation and facilitates inclusion; Strives to ensure a friendly and harmonious environment for families and children, volunteers and staff; Treats others in an unbiased manner; Challenges the biased behavior of others.

Judgment; problem solving and conflict management. Uses discernment to evaluate each situation and determine the best course of action. Identifies important interrelationships related to a problem and solution; Supports decisions or recommendations with data and/or reasoning; Shares problem solving and supports and follows the problem solving solutions development by others; Anticipates, prevents and resolves conflicts while maintaining productive working relationships; Distinguishes between disruptive conflict and constructive differences; Identifies common interests to resolve differences and facilitates conflict resolution; Recognizes boundaries and does not participate in conflicts that are not theirs to manage.