



Family Connections

Job Posting

Job Title: Full Time Playroom Specialist	Supervisor: Karen Gillooly, Director of Programs
Department/Program: Family Playrooms	FLSA Status: Hourly
Last Updated: November 2023	Salary Range: \$18-\$22 per hour

To apply for this position, please send your resume and cover letter to kgillooly@familyconnections1.org

Purpose

The purpose of the Playroom Specialist is to provide families (with children ages birth to 6) support, guidance, and resources in keeping with the mission of Family Connections. This is done in an environment prepared by the Playroom Specialist and designed to create and maintain a safe, clean, and welcoming space for families to play together. The Playroom Specialist will encourage families to use the concepts, activities, materials, and space to play, interact, and engage with their children and other families. The Playroom Specialist will demonstrate to families how to work with the materials, stress the importance of play and develop age-appropriate skills. They will provide parents, caregivers, and all families with the parent support and skills necessary to foster healthy relationships and develop the skills necessary for literacy development and school readiness. The Family Playrooms are designed for fun and learning through play.

Essential Job Functions

Manage and staff the scheduled Family Playroom sessions.

Maintain a safe, inviting, and appropriate environment for families with young children.

Provide carefully curated materials designed to foster creativity, fun, brain development, developmentally appropriate literacy and math skill development, and social and emotional support for children and families.

Facilitate conversations and relationships between adults and children, modeling appropriate behavior for both.

Provide regular/ongoing support and parenting education to participants in person and via phone, text, email and virtually as desired by the family.

Participate as part of the FC staff by attending staff meetings and other programs and committees as requested.

Required Qualifications

Education, Training and Experience

Minimum of a bachelor's degree in social work, early childhood, education or related field, or commensurate experience. Minimum of 5 years' experience working with families and young children

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of early childhood and parenting support and information
2. Knowledge of family support principles and practices
3. High degree of integrity and highly ethical

4. Strong interpersonal skills and boundaries
5. Excellent written and oral communication skills
6. Professional personal presentation appropriate to the setting
7. Attention to detail; punctual and reliable.
8. High degree of initiative and independent judgement
9. Able to organize work and engage in a variety of tasks simultaneously.
10. Able to problem solve and trouble shoot.
11. Able to positively interact with and welcome a diverse range of individuals and families, maintaining the principles of Family Connections' DEI mission and vision.

Able to use the Microsoft platform of programs such as Word, Excel, PowerPoint and be comfortable on Social Media platforms and platforms such as Eventbrite.

Has reliable transportation and is willing and able to participate in playroom activities across Cuyahoga County.

Preferred Qualifications

Master's in early childhood, parenting support, family support or related field. 7-10 years working with families with young children.

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; 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.