

**POSITION TITLE:** Stay, Play & Learn Facilitator

**SALARY LEVEL:** Tier II

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Family Services Program Coordinator and Program Director

**HOURS:** Full-time/Part-time Days

**BENEFITS:** Full-time: Wellness Leave, 7 Paid Holidays, Health, Dental & Vision, Sick leave, 401(K) Savings Plan  
Part-time: Sick leave, 401(K) Savings Plan

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**SUMMARY:**

Stay Play and Learn allows parents and caregivers to spend time with their child(ren) playing and learning while staff promote positive interactions between the parent and the child. Fostering healthy social relationships between families through the opportunity of families to “drop-in” to play. The Stay Play and Learn facilitator may also be expected to facilitate parenting class. This position will design a schedule of activities, partner with other organizations to bring in activities and work directly with volunteers. This position may also support other community programs using this space. Salary range: \$24.04 to \$24.52

**PRINCIPAL ACCOUNTABILITIES:**

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Create a warm, welcoming, and nurturing environment
2. Lead caregiver & child in activities that supports the child’s development and creates a nurturing bond
3. Provide in the moment coaching for caregivers in a supportive manner
4. Stay current on parenting trends and curriculum with a willingness to learn new curriculum or approaches
5. Facilitation of parenting classes
6. Promote an environment of collaboration and inclusion for families, children, volunteers and community agencies.
7. Conduct outreach to the community to promote Stay, Play & Learn and Vanessa Behan
8. Collaborate with community partners to provide other experiences for families in the space
9. Maintain the cleanliness & organization of the area
10. Perform ASQ developmental screenings for children when needed and/or requested by a caregiver.
11. Familiar with and adherence to all established policies and procedures
12. Other duties related to supporting Vanessa Behan as assigned by supervisor

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers.
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds minimum.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

**WORK ENVIRONMENT:**

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities, rare industrial kitchen equipment such as a hot oven or freezer.
- Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.

**TRAVEL:**

Occasional local travel. No overnight travel is expected.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing and scheduling work assignments for self and co-workers.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Ability to follow directions and work effectively with many different personalities.
- Ability to transition children from one space to another in a calm, organized manner.
- Excellent oral and written communication skills.
- Ability to provide effective training and facilitation of meetings.
- Ability to learn new applications such as internal client management system, HRIS, etc.

**MINIMUM REQUIREMENTS:**

- High school diploma or high school or equivalency course of study (GED/HSEC)
- Must be 18 years of age
- Bachelor's in social services, Family Studies, or Early Education preferred
- 2 years of experience working with children and families
- Prefer experience facilitating parent education
- CPR, Infant CPR, First Aid and Bloodborne Pathogens Certifications are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.