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Office: 41 Templeton St, Cook, ACT
Hours: 9.30am - 2.30pm Mon – Fri
school terms only
Ph: **1800 171 882** (Free in ACT region)
Outside ACT region ph: (02) 6251 0261
Fax: (02) 6251 9887

Paint and Play Playgroup Support Worker

Description

ACT Playgroups is looking for a vibrant, experienced, and motivated person to help support our range of Paint and Play Playgroup programs. This person will work with the existing Playgroup team to support the creation and continuance of Paint and Play Playgroups by assisting with the delivery of Paint and Play Playgroups, children's activities, play ideas and by helping to set up and pack up each session. Good office-based and administrative skills are also important.

The job requires a driver's license and the ability to lift and carry equipment, experience/enthusiasm in working with young children and families and will need an ACT Working with Vulnerable People Check.

This job entails an understanding of (or willingness to learn) the importance of early childhood and the nature of Playgroups, experience in relating to children and parents/carers as well as the ability to work both independently and as part of a team.

This role will require working at the ACT Playgroups office in Cook as well as visiting Playgroup venues across the ACT and region. It will also involve administrative duties relating to preparing resources, liaising with families, and also pitching in at major events and advocacy opportunities.

The job is on a part-time basis for two to three mornings per week (between about 9.00am and 1.00pm). We are a small and welcoming team of dedicated staff who are committed to helping ACT families connect and share the experience of raising young children.

The position will be at SCHaDSI (SACS) Level 3.

For more information or to apply, please direct your email to our Acting Executive Officer, Carley Jones at carley@playgroupact.org.au. Applications should be a maximum of three pages, include a CV and two referees.

Core Responsibilities and Duties

Support and deliver playgroup programs by:

- Supporting Paint and Play playgroup sessions across the ACT,
- Contributing to programming, and session and event planning,
- Working with the playgroup support team,
- Assisting with other playgroup programs - when required,
- Helping to collect statistical information and fulfil reporting requirements,
- Providing support to families, children, and Organisations in the field,
- Developing and devising new activities and ways of connecting with clients, and
- Presenting information/advocating to playgroups, parents, partners, and others.



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Team Responsibilities and Duties

- Provide support to team members at time of high workload.
- Constructively contribute to the Organisation's planning processes.
- Contribute to a continuous improvement concept in the Organisation.
- Respect diversity in team members and the Organisation's clients
- Provide a client focused approach to all tasks and activities.

Supervision

This job will be directly supervised and supported by the Playgroup Manager under the direction of the Executive Officer and the ACT Playgroups' Board.

Experience/Qualifications

No formal qualifications are required for this role, but experience with relating to young children and their parents/carers, strong computer skills, enthusiasm for the outdoors and an understanding of the playgroup model is desired.

COVID-19

Vaccination against COVID-19 is a requirement to work at ACT Playgroups in accordance with Public Health Orders, Work Health and Safety and duty of care obligations for staff and families accessing our services. Therefore, as part of the recruitment/interview process, ACTPG collects information related to your vaccination status to ensure we comply with all government orders and directives.

The ACT Playgroups Association:

ACT Playgroups has been supporting the families of young children (0-5) in the ACT Community for over 40 years. Through parent directed and managed Playgroups, children can participate in age and developmentally appropriate play and develop social skills in a safe and friendly environment. Playgroup families have the opportunity to network, share ideas, support and encourage each other in a friendly, supportive environment.

ACT Playgroups currently supports 2500 families (and 3500 children) through more than 200 playgroups in the ACT region.

In addition, we facilitate playgroups for isolated and disadvantaged families, children with disabilities and chronic illnesses and specific groups for children with Autism-like like characteristics. In the past five years we have run over 30 such facilitated groups in the ACT area.

We also run regular educative workshops (on play and learning), weekly Paint and Playgroup sessions at various venues around the ACT and three major free events each year (attracting over 2,000 participants).

Please be aware only shortlisted candidates will be contacted.

We are an equal opportunity employer and value each person's uniqueness. Accordingly, we embrace diversity and welcome applications from people of all backgrounds and communities, including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and disabilities.

Carley Jones
Acting Executive Officer
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