



The mission of Community Health Programs is to improve the health of people throughout Berkshire County by delivering exceptional compassionate health care.

Job Title: CFCE Play Group Leader
Department: Family Services
FLSA Status: Non-Exempt
Hours: 15 hours a week
Operationally Reports To: Senior VP of Family Services
Direct Reports: CFCE Program Coordinator
Updated: October 2021

Summary: The playgroup leader will be responsible for the day-to-day running of the playgroup sessions in the community to ensure safe, stimulating play and learning opportunities and to provide for the needs of the whole child as outlined by CFCE. This will involve planning, preparing and delivering play-based activities appropriate for children aged 1m – 5 years. Playgroup leaders will act as role models for parents and provide onsite opportunities for modeling of positive discipline and conflict resolution. Playgroup leaders are the ambassadors to Community Health Programs and will provide parents access to resources and services. Customer service is key. This person will support CHP’s mission, vision, and values and will adhere to compliance protocols as well as CHP’s policies and procedures.

Play Group Leader Essential Duties and Responsibilities:

- Creating and leading playgroups and learning experiences that teach literacy development, social-emotional and school readiness skills.
- Assessing and monitoring of individual children’s development.
- To develop the playgroup in terms of reputation and growth.
- Provides safe, stimulating group play to meet the social, linguistic, creative, physical, cognitive and emotional needs of each child.
- Acts as a role model for parents: model conflict resolution and positive discipline and provide support and encourage self-care.
- Promotes the inclusion and acceptance of all children within the Playgroup.
- Organizes and manage appropriate learning environments and resources.
- Select and prepare resources to take account of the children’s interests, language and cultural background.
- Provides parents with support and access to services and resources.
- Attending trainings and meetings to support CFCE programming.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Decision making skills
- Good communication
- Multicultural awareness
- Large Group Management skills.
- Strong Organizational skills

Essential Skills and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated knowledge of leading groups for children.
- Demonstrated knowledge of early child development.
- Demonstrated decision-making capabilities.
- Good communications skills.
- Sensitivity to the needs of the participant population.

Education:

- High school diploma.
- Early Childhood college credits preferred.

Physical Requirements:

- See ADA form