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## **POSITION VACANT**

### **SUPPORTED PLAYGROUP LEAD/EDUCATOR**

**10 hours per week – SCHCADS Award Level 3/4 depending on qualifications and experience**

#### **About You**

- You are passionate about working with children and want to help them grow and develop
- You are an experienced professional in the field of early childhood education and child development of young children
- You are adaptable and flexible with your time
- You love engaging with families and community
- You can lead and grow the playgroup and work collaboratively with the staff team to ensure you exceed the desired parental and children outcomes for local families.

#### **About The Role**

As a Supported Playgroup Lead/Educator, you will play a crucial role in overseeing and co-ordinating our Supported Playgroup, including developing proactive engagement strategies in collaboration with the playgroup team and our Child & Family Counsellor/Caseworker.

The role has a face to face component 2 hours per week as well as project administration and community engagement and networking.

You will be responsible for the smooth operation of the playgroup, maintaining compliance with policies and funding agreements, and providing support to playgroup staff, volunteers and families.

This position requires exceptional organisational and interpersonal skills, as well as a genuine commitment to the well-being and development of children and their families.

The role will start at 10hrs per week with the potential to market and grow.

#### **Key Responsibilities**

- Deliver a high- quality Supported Playgroup that is accessible to all members of the local community with specific focus on CALD, vulnerable and disadvantaged communities
- Plan and provide a range of developmentally appropriate activities and apply the (EYLF) to guide and influence planning and practice

- Communicate with playgroup families about the specific needs of their child/ren and provide referral pathways to internal/ external services
- Co-ordinate the delivery of Evidenced Based Parenting Programs to support parents in the implementation of positive strategies to assist with their child's development
- Participate in relevant networks/interagencies, to exchange information and enhance service delivery and referral pathways for playgroup families
- Collect and analyse client data to strengthen and enhance service provision.
- Meet or exceed annual client data and comply with DEX reporting requirements in accordance with funding contract.

## **About Us**

Greenacre Area Community Centre (GACC) is a not-for-profit community organisation offering a range of services and programs to the local communities of Greenacre, Chullora, Mt Lewis, and the wider Canterbury Bankstown Local Government Area.

Whilst programs and services have evolved over the years in response to community needs and the availability of funding, GACC has retained its focus on providing community strengthening/ capacity building programs for the whole community, with a particular focus on children, young people, families, and vulnerable/ disadvantaged people.

GACC has built strong local networks and collaborates with other agencies to increase community access to services.

GACC offers the following services and programs:

- information & /Referral services
- School Holiday Activities
- Child and Family Counselling and Case Work Services
- Workshops/classes/groups
- Food Share Program
- WDO Program
- Community Events
- Community Development
- Volunteering
- Hall Hire;  
and more

## **Our Purpose**

Greenacre Area Community Centre provides a range of services and activities that address local issues and strengthen our community. We are a central access point for information, support and community engagement. We offer a safe, welcoming space for all, with a focus on expanding opportunities for vulnerable and disadvantaged community members.

## ***Our Vision, Purpose, Values and Goals***

### ***Vision***

An inclusive, empowered, and engaged community

### ***Values***

**Ethical:** We work in a way which is honest, right, and fair

**Socially Just:** We advocate for equality. We support people to improve their lives and claim their human rights.

**Inclusive:** We work to create a community where everyone feels they belong, no matter who they are, where they are from, or what their life journey has been.

**Collaborative:** We promote genuine community engagement and participation. We listen to the community so we can continually improve. We build partnerships, and collaborate with our colleagues inside and outside of the organisation.

**Creative:** We use our imagination, energy, and resourcefulness to find new and innovative ways to achieve our Vision

**Sustainable:** We operate in a way that supports environmental, social, and economic sustainability.

### **Selection Criteria:**

#### **1. Essential**

- Minimum Diploma in Early Childhood Studies or higher
- Minimum 3 years' experience with children 0-5 and their families or demonstrated relevant work experience with families relevant to the field of work
- Well developed knowledge of the Early Years Learning Framework (EYLF)
- Strong knowledge of development through play practices and positive parenting strategies
- Demonstrated experience in program planning, development and evaluation
- A proven capacity and experience working with culturally and linguistically diverse, indigenous and vulnerable families
- Ability to lift children and equipment when required
- Community engagement and networking skills
- Excellent written and verbal communication skills, including report writing skills
- Understanding data collection systems/ principles
- Strong skills in Microsoft Office Suite/emails/internet and social media and the ability to produce and deliver on- line content as required
- Access to a fully insured motor vehicle registered in NSW and a current driver's licence

#### **2. Desirable:**

- Relevant community language
- Community services experience

- Experience with volunteers

### **HOW TO APPLY:**

Please email your completed application with the following documents to [eo@gacc.org.au](mailto:eo@gacc.org.au)

- **A current Resume'** including two current work referees – one of whom is a direct supervisor
- **A short (half page) introductory Cover Letter** (cover letters written as emails will not be accepted)
- **A statement addressing the Selection Criteria** - this should be submitted on a separate document and must answer each point.

### **CLOSING DATE:**

- Applications Close: 9am Monday 3 July 2023

For further information or enquiries please call the Executive Officer on 0406 063 949

**Playgroups are an important part of the early childhood experience**