



**Alexandra Neighbourhood House**

<b>Job Title:</b>	Playbox Facilitator
<b>Salary Band:</b>	ANHBC Band 2SA
<b>Reports To:</b>	South Surrey and White Rock Early Years Centre Coordinator

**Job Purpose**

The Playbox Facilitator is responsible for implementing the Playbox initiative in South Surrey as a key objective of the South Surrey and White Rock Early Years Centre.

**Duties and Responsibilities**

- Facilitate interactions with children and families using play equipment and resources from the SS/WR Playbox
- Assist with sourcing Playbox equipment and learning materials
- Assist with developing Playbox educational materials
- Create public awareness around the project (media, outreach materials, etc) by creating and distributing promotional materials
- Assist with project administration
- Maintain up-to-date records of communication with SS|WR EYC Coordinator, SS|WR EYC partners, Playbox Ambassadors, community partners, and families
- Recruit Playbox Ambassadors
- Collaborate with Playbox Ambassadors in the planning, preparing and promotion of the project
- Other related duties as required.

**Qualifications**

- Outgoing and enjoys engaging diverse groups
- Experience working with children and families.
- Knowledge and experience in the following topics: healthy and active living, childhood development, Reggio Emilia approach to learning
- Experience using graphic design programs such as Adobe Photoshop, Illustrator, etc.
- Strong organizational and planning skills
- Strong communication skills

**Skills/Qualities:**

- Self-starter, enthusiastic, flexible and adaptable
- Strong interpersonal and communications skills

- Demonstrated ability to organize, lead and facilitate groups designed to provide learning opportunities to a wide variety of participants
- Ability to work independently as well as part of a team
- Ability to act as a positive role model and develop positive relationships with Ambassadors and families
- Recognize appropriate personal and professional boundaries
- Strong organizational and computer skills
- Experience in conflict management
- Ability to work with people of all ages and abilities and diverse backgrounds

#### **Working Conditions**

- 10 - 12 hours/week, hours variable
- Temporary position May 28 to September 15, 2018
- Inside/outside work
- Work with community groups and families.

#### **Physical Requirements**

- May be required to lift heavy objects

#### **Contact Information**

Please submit cover letter and resume to:  
SS|WR Early Years Coordinator  
Tsullivan@alexhouse.net