Job Description
Children's Programmer

Position Title
Children's Programmer

Reporting To
Program Manager

Position Summary

The Children's Programmer works to provide care and programming to children ages 0 to 12 years while they and their parent/caregiver(s) attend any of the Families First parenting programs. Programming includes engaging in play based activities that promote early learning and fun. Children's programming may occur in a group setting or may be one-on-one while parents are with another Families First staff person but still on site.

Children's Programmers are expected to work as a team to ensure all program areas are as safe as possible and to act as good role models for children and their families. Children's Programmers must work within the guidelines, policies and mission of Families First and will be held accountable and responsible for all the work assigned to them within their area of the Families First organization.

Duties and Responsibilities

Children's Programmers are responsible to model behavior such as caring, sharing, and kindness. Their role is to accept children where they are at, to allow the child to direct their own play, and to be receptive to the child's needs. Other duties include:

- Be a good role model to the families (ie: limit visiting to snack time, keep cell phone use for emergencies only, use positive language with the children);
- Setting up the program areas;
- Ensuring program areas are as safe as possible;
- Supervising and engaging the children while their parent/caregiver(s) are attending Families First programs;
- Preparing and serving snack;
- Preparing and initiating crafts, games, and other activities for children as necessary;
- Learning and acknowledging needs of individuals and groups within the program;
- Taking down and cleaning up the program area after the program has ended;
- Debriefing with the program facilitator(s) and team after each program session;
- Meeting and/or debriefing with program manager as needed.

Qualifications

- ability to interact with people of all ages and cultural backgrounds
- availability to work daytime hours Monday to Friday, particularly Tuesdays
- additional availability to work evening and weekend hours would be an asset
- understanding and acceptance that hours will vary greatly depending on program needs
- a positive outlook and non-judgemental attitude
- a passion for working with children
- experience working with children is an asset
- enjoy working in diverse environments; ie: calm & quiet; boisterous & high energy
- flexibility to change plans based on child's lead
- ability to meet physical demands of the job, ie: sit, stand, stoop, kneel, crouch, crawl, move quickly, hold babies, lift children, set-up and tear-down program space, etc.
- current Criminal Records check and Intervention Records Check
- Emergency First Aid/CPR training would be an asset