



Playgroup Leader

Marda Loop Communities Association (MLCA) is looking for a few new Playgroup Leaders to help run our Playgroup program. This position is a lot of fun and the best part, you bring your child to work! If you love working with kids, and are a motivated team player who is committed to providing a fun and safe environment, this is the part-time job for you! You would get the chance to be a leader in a fun environment, while doing something you love. You get to organize fun activities for children while letting your child also participate. This position is responsible for the following duties:

- You will be required to provide guidance and encouragement to playgroup children.
- Cooperate with parents to provide a positive play environment.
- Coordinate parent volunteers for snack duty.
- Plan and implement a daily schedule including playtime, story-time and music.
- Book special guests as necessary.
- Communicate monthly Playgroup updates to parents with help from the General Manager.
- Ensure toys are brought out and put away at the beginning and end of each playgroup day (Mon-Thur).
- Ensure toys are cleaned and wiped down on a regular basis.
- Take attendance and ensure all participants have registered.
- Abide by MLCA Policies and Procedures (including Covid-19 rules)

Qualifications:

- Have previously worked with children in a professional or volunteer setting
- Enjoy working with children aged 0 to 5
- Able to commit 1 to 2 days of the week between 9am-11:30am – Monday to Thursday
- Reliable transportation (or walking distance) to arrive at the MLCA in a timely manner
- Enjoys organizing children's activities!

Rate of Pay:

\$17 per hour

Hours:

Mondays to Thursday – 9:00am to 11:30am (don't need to work each day)

Current certification in the following is mandatory:

CPR Level C

Standard First Aid

Vulnerable Sector/Police Check

Please submit your resume to gm@mardaloop.com Attention: Kevin Forbes