



## Position Description **Playgroup Coordinator**

<b>Reporting to:</b>	Church Council
<b>Congregation</b>	South Port Uniting Church Parish Mission
<b>Location:</b>	144 Bridge St Port Melbourne
<b>Modern Award</b>	Children's Services Award 2010
<b>Full time/Part time</b>	Part time, 8 hours per week
<b>Duration</b>	Initial May-December 2019 with program review for ongoing

### **Background**

South Port Uniting Church Parish Mission (SPUC), as part of the Uniting Church in Australia (UCA), is committed to a ministry that involves children and families in the life of the church and in the local community. Refer to [www.spuc.org.au](http://www.spuc.org.au) for more information about SPUC.

All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

The Port Melbourne UCA Playgroup began in 2016 as an initiative of the Port Melbourne congregation. Playgroup runs weekly for three hours on Friday mornings in the Uniting South Port Kindergarten, which is attached to the Port Melbourne Uniting Church. Approximately 22 families are involved, with weekly attendance of 55 children and adults.

The Playgroup Coordinator will implement and refine the program of playgroup activities.

### **Who you will work with**

- Pre-school children and their families
- Volunteers of the playgroup
- SPUC Ministry Team including Minister of the Word and Children's Ministry Team
- Children's Ministry team at Centre for Theology and Ministry (CTM) for resources, and Children's ministry related person from the Presbytery of Port Phillip East.
- South Port Uniting Church administration staff

### **The Role**

The Playgroup Coordinator will;

- Promote the playgroup activities around the community.
- Prepare and set up playgroup activities, providing a safe and hospitable space for children and families..
- Maintain craft and activity supplies in line with SPUC sustainability policies
- Manage administration of the playgroup.
- Manage playgroup volunteers, including recruitment, training and Safe Church Awareness.
- Link with Centre for Theology and Ministry (CTM) children and family ministry programs to provide other resources and learning opportunities for volunteers.
- Liaise with the minister and congregation to connect playgroup participants with other aspects of the children and families ministry, such as Messy Church and Sunday School.
- Liaise with Uniting South Port Kindergarten staff

## Management and Reporting

- The Coordinator will be responsible to the Church Council.
- The Minister of the Word will exercise day-to-day pastoral care and oversight of this role.

## Special requirements of the position

- Relevant qualifications or experience working with children and families.
- Capacity and willingness to work within the ethos of the Uniting Church and the vision and goals of SPUC.
- An understanding of Safe Church principles, requirements and implementation of the Uniting Church. Current Working with Children Check and attendance at Safe Church training are mandatory.
- Ability to plan and run children's activities.
- Ability to cooperate and work with a team, including volunteers.
- Ability to organise enrolment forms and relevant documents, using MS Office suite of programs.
- Ability to identify priorities in relation to work demands
- Ability to provide a welcoming and inclusive space, recognising cultural diversity.

## Key Responsibilities, Tasks and Outcomes

Key Responsibilities		Tasks	Outcomes
1	Advertising and Promotion	Promote playgroup programs in appropriate venues around Port Melbourne	Playgroup programs are adequately promoted.
2	Administration	Receive and manage enquiries for playgroup and children's ministry programs and direct enquiries to the appropriate coordinator. Manage enrolments for playgroup, maintain waiting lists and communicate details to the appropriate leaders. Maintain attendance records, including payments received. Deposit playgroup monies to the church office.. Ensure playgroup meets all regulatory requirements.	All communication and records are accurate and professionally presented.  Playgroup meets regulatory requirements
3	Playgroup	Attend, plan and lead Friday playgroup. Purchase materials Coordinate with volunteers and encourage parents to become involved in supporting playgroup eg. packing up and cutting fruit. Liaise with and support other congregation playgroup leaders. To creatively think and collaborate about developing a sustainable plan for playgroups into the future	Playgroup runs and is well maintained on Fridays. Playgroup is resourced appropriately and volunteers feel supported A sustainable model for playgroups is created
4	Children's ministry	To connect with the wider ministry and mission of Port Melbourne Congregation. Build relationships with the coordinators of Sunday School, Messy Church and other children and families activities.	Strong and supportive relationships are formed with the coordinators
5	Networking	Network with the wider UCA including Presbytery and CTM Connect with the children and family related agencies, organisations and community groups in the congregation area	Involvement in wider UCA activities. Build a visible connection with children and family related agencies, organisations and community groups in the congregation area.
6	Child Safe environments	Create a child safe environment where children are cared for, respected, nurtured and sustained	Children are protected
7	Build new initiatives	Seek out new initiatives and relationships within playgroup and the congregation and support these into action.	New connections and initiatives are born