Lopez Island Family
RESOURCE CENTER
Serving the entire community at every stage of life

Play Aide

Status: Part-time, nonexempt
Pay rate: $26 - $27
Location: Lopez Island, WA – Lopez Children's Center
General work hours: 7 – 9 hours per week

- Schedule and amount of hours TBD before job begins
  - Between Monday and Friday
  - Minimum of 3 hours per day, during school hours: 9AM – 4PM.
  - Closed on school holidays.

Reports to: Katy Hill, Early Learning Programs Manager

Position open until filled. Please email katy@lifrc.org for more information or to apply.

General: The Play Aide facilitates 1:1 child-directed play for Preschool students during the school-year. The Play Aide provides expressive play sessions with children that are designed to establish a positive meaningful relationship to reduce school adjustment difficulties. The playroom is a school-based program that offers the student a chance to be 1:1 with a trusted adult, and lasts for 20-30 minutes each session, where the child self-directs their play. Due to the nature of child development and the program's requirements, the candidate may not have any other professional relationship with the children in the program.

Play Aide Duties

- Provide on-site child-directed play sessions to preschool-aged children in alignment with Children's Institute training and curriculum materials provided by LIFRC.
- Document each session with case notes on-site daily.
- Participate in weekly supervision sessions with Early Learning Programs Manager and/or consulting mental health professional.
- Provide consistent, effective, and timely communication with Program Manager and LCC Staff.

Minimum Qualifications

- High School Diploma, or equivalent.

- Two plus years of experience in child development, early childhood education, social services - or - equivalent combination of education, training, and knowledge that demonstrates the ability to perform the essential functions of the job.

Preferred Qualifications

- Bachelor's degree, or equivalent, in education/youth development or related field
- Verbal and written fluency in Spanish

Required:

- Committed to the LIFRC mission, vision and values listed on the next page.
- Knowledge & commitment to principles of confidentiality.
- Ability to be flexible and consistent.
- Ability to be empathetic, a good listener, and have obvious compassion for others.
- Desire to make a connection with students and take a personal interest in their growth.
- Ability to work as part of a team.
- Effective written and oral communication skills.
- Maintain appropriate records and assist Early Learning Programs Manager when needed with reporting requirements.
- Consistent, effective, and timely communication with Early Learning Programs Manager and LCC Director and teachers.
- Able to assess problems and identify solutions.
- Demonstrated record of personal safety and ability to promote safety in the workplace.
- Satisfactory background check.

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills promoting anti-racism, cultural competency, and understanding oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency

Community Expectations

- Model respectful communication and foster cooperative relationships
- Commit to the mission and values of LIFRC

Essential Physical Skills

These physical demands represent the requirements for an employee to perform the job's essential functions successfully. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- While performing the duties of this job, the employee will need to go up and down stairs multiple times/day as the program space is on the 2nd floor and only accessible by stairs.
- The employee will need to safely escort their student to and from their designated space daily as well.
- The employee may need to sit on the floor or in a low chair.

Lopez Island Family Resource Center

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of well-being, we also provide educational and community engagement programs and advocate for a more just and equitable community.

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Our core values:

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients.
- We maintain appropriate professional boundaries.
- We meet people where they are.
- We treat our clients with dignity and respect.
- We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.