

DelftMaMa Job Description: Playgroup Coordinator

Job Title: Playgroup coordinator, (currently) un-paid

Job Location: Delft, and surrounding area

Full / Part Time: Part-Time

Regular / Temporary: Regular

Closing Date: Rolling applications

About DelftMaMa

DelftMaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

DelftMaMa is an organization for international families in Delft and the surrounding areas that has coordinated **over a decade** worth of events, workshops, playgroups, and meet-ups in Delft. **Founded in 2007**, DelftMaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families' new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

Position Summary

We are looking for someone who is dedicated to create a safe and stimulating place for children 0-4 years and their parents to interact to serve as **Playgroup Coordinator**. In this role, you will organize and lead a group of playgroup assistants in service to hosting regular and reliable playgroup events - for DelftMaMa members and non-members alike.

You will be responsible for planning the playgroups schedule; recruiting and coaching your team of playgroup assistants to host weekly events, working as a team with other Delft

MaMa volunteers to deliver an array of programs, and being known as a friendly resource to the Delft MaMa community.

Job Duties & Responsibilities

- Plan the schedule for the regular playgroups
- Communicate said schedule for our Newsletter and Calendar coordinator in time
- Make Event pages on the official DelftMaMa Facebook Page, and share with Delft MaMa Communications Team so it is appropriately promoted through Delft MaMa channels (closed FB group, Instagram, Newsletter) with pictures.
- Build and maintain positive and professional relationships with parents
- Keep sensitive information regarding the children, and their families, confidential
- Make sure that the playgroup assistants are:
 - Ensuring equipment is well maintained, age appropriate and safe to use
 - Ensuring good hygiene standards are met
 - Establishing and follow safety procedures
 - Establishing a policy for accidents, emergencies and the administering of medication, and update the first aid box as needed
 - Ensuring that all necessary record keeping and communication with DelftMaMa is completed
- Report directly to the DelftMaMa Board of Directors

Requirements

- You are respectful and possess cultural awareness and sensitivity
- You are compassionate and understanding, consistent and fair, and capable of building esteem while ensuring a safe and secure environment
- You have effective interpersonal, problem solving and communication skills
- You are energetic and possess the stamina to work with a group of young children
- You are First-Aid trained, or are willing to complete training, before position begins
- You have experience with childcare, safe and appropriate activities, and/or relevant legislation, policies and procedures will be considered an asset

So what's in it for me?

Although there's currently no financial benefit associated with taking on the extra responsibility of being a ***playgroup coordinator***, there are some tangible benefits:

- Skill up in communication, cultural awareness, sensitivity and related communication skills

- Brush up on your knowledge of social media usage - creating event pages, sharing, re-sharing, leading traffic; plus learning to create stunning photos with on-line tools
- You'll get a real hang of scheduling and administration skills
- You'll become a source of advice for best practice regarding parenting issues and living in the Netherlands for people with international background.
- As a regular event organizer for DelftMaMa you become a key communicator, known to be reliable - in the organisation and in the community – and this will only increase as the importance/influence of the Group increases.
- You're empowered to make decisions about how the playgroups are organized – which gives you both influence and responsibility.
- We are supporting putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

Thank you for your application. Please email your CV and cover letter to hr@delftmama.nl

