



PROJECT FOR PRIDE IN LIVING

Child Enrichment Specialist Service Member

PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.

Organization: Project for Pride in Living (PPL)
Program: Resident Services
Site: Remote/In-person

Summary: *The Child Enrichment Specialist will create, plan, and facilitate enrichment activities with children birth to 8th grade. In addition, they will facilitate an early childhood developmental survey, conducting the ages and stages assessment. Coordinate with volunteer coordinators to bring in volunteers, and facilitate a parent/child group birth to toddler. Coordinate resources for families, including birthday bags, and other items. Plan and prepare food for workshops.*

Responsibilities:

- Create, Plan, and Facilitate enrichment activities with children primarily birth - 5 years old, occasionally birth - 8th Grade
- Facilitate early childhood development survey (Ages and Stages assessment)*
- Coordinate with volunteer coordinator to bring in volunteers, supervise volunteers
- Facilitate a parent/child group with birth to preschool children
- Coordinate resources for families, including birthday bags and other items
- Plan and prepare food for workshops
- Transport families to and from events and services in PPL vehicle
- Collaborate with on-site staff
- Building relationship with families* (Proactive)
- Data entry for case notes entered within 24 hours*
- Documentation of activities
- Maintain cleanliness and organization of Child Enrichment space

Candidate Profile and Qualifications:

- Enjoys working with children and families
- Independent
- Critical Thinker
- Someone that can ask questions
- Flexibility and adaptability

Application Process: Please direct questions to Zarah Augustine at Zarah.augustine@ppl-inc.org. The process includes an interview with AmeriCorps and with PPL, references and a background check for final candidates.