



**Job Title:** “Connect and Play” Group Coordinator

**Department:** Community and Family Impact

**Reports to:** EPEL Community and Family Engagement Coordinator

**Employment Type:** 5 hours per week with possibility of extended summer contract

**Compensation:** \$22-25 per hour

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**Organization Overview:** **Elgin Partnership for Early Learning (EPEL)** is an early childhood community collaboration dedicated to enhancing early childhood development and building equitable and accessible early childhood system. EPEL brings together the expertise of over 140 community partners across health, social services, family support, and resources, working in unison as a community effort to support and prepare children for both school and life. Through this collaboration, we create a connected community plan that serves as a roadmap to readiness, ensuring a high-quality early childhood system that benefits all of our community's youngest children and their families. Our primary focus is on closing the readiness gap before children enter school.

**Mission:** EPEL engages families, organizations, the early childhood workforce, and healthcare providers to create a collaborative, community-wide support system, ensuring every young child succeeds in school and life.

**Vision:** Young children and their families in the Greater Elgin Area have equitable opportunities to thrive.

**Job Description:** The *Connect and Play* group coordinator will plan, coordinate, and implement engaging, developmentally appropriate activities for families to play and learn together with their children aged birth to five. The groups will use **The Basics Principles** to support early learning, strengthen caregiver-child interactions, and promote kindergarten readiness. This role is ideal for an early childhood professional seeking flexible, part-time work.

The Coordinator must be bilingual (English/Spanish), and have experience in early childhood education.

## Essential Duties & Key Responsibilities:

### 1. Program Planning and Coordination:

- Develop and organize *Connect and Play* group sessions that incorporate The Basics Principles:
  - Maximize Love, Manage Stress
  - Talk, Sing, and Point
  - Count, Group, and Compare
  - Explore Through Movement and Play
  - Read and Discuss Stories
- Schedule group sessions and ensure activities align with developmental milestones for children aged birth to five.

### 2. Family Engagement and Facilitation:

- Create an inclusive, welcoming environment for families from diverse backgrounds.
- Lead activities that strengthen caregiver-child bonds and model effective early learning practices for parents and caregivers.
- Provide families with resources to support their child's learning and development at home.
- Support parents building relationships with one another.

### 3. Communication and Outreach:

- EPEL will help promote sessions through community channels, social media, and direct outreach.
- Maintain open communication with participating families to understand their needs and gather feedback.

### 4. Collaboration:

- Partner with EPEL's Community and Family Engagement Coordinator, The Basics Coordinator and local organizations to enhance program reach and impact.
- Align sessions with EPEL's mission and The Basics of Greater Elgin Area Initiative.

### 5. Administrative Tasks:

- Track attendance, collect feedback, and provide brief reports on program outcomes.
- Manage and maintain materials for playgroup activities.

## Education and Professional Competencies:

- Bachelor's Degree in Elementary Education or Early Childhood Education preferred or related field with three years of relevant experience in a collaborative community.
- **Bilingual (Spanish/English):** Strong verbal and written skills in both languages.
- Committed to EPEL's mission, vision, and goals.
- Strong interpersonal, communication, and networking skills.
- An understanding of how early childhood development and the impact that *The Basics* Principles and other early learning programs can have on children, families, and caregivers.
- Ability to plan, implement, and evaluate program initiatives. Proven track record in organizing and executing programs aimed at achieving measurable and impactful social change.
- Demonstrate ability to effectively work independently and collaboratively with staff in a variety of settings to achieve goals within established deadlines.

## Preferred:

- Familiarity with local early childhood resources and community-based programming.
- Ability to work independently and manage a small program effectively.

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## Work Environment:

- Sessions will occur in family-friendly, community-based settings within the Greater Elgin area. (Elgin, Hanover Park, Streamwood Communities)
- Light travel within the Greater Elgin area is required; reliable transportation is necessary, valid driver's license, and qualifying automobile insurance are required.

## To Apply:

Submit your resume and a cover letter detailing your experience with early childhood education and family engagement to [amberpeters@elginpartnership.org](mailto:amberpeters@elginpartnership.org)

\*Cover letter and resume can be sent to Amber Peters, [amberpeters@elginpartnership.org](mailto:amberpeters@elginpartnership.org)

**EPEL is an equal opportunity employer and values diversity. We encourage applicants from all backgrounds to apply.**