



**Position: STAFF COORDINATOR**

**First Congregational Church**

**Kalamazoo, Michigan**

**Supervisor:** CNP Executive Director

**Reports to:** CNP Executive Director

**Status:** Seasonal part-time (up to 20 hrs. / week until at least 11/29/24 and no later than 12/20/24 with an opportunity for continued employment)

**Anticipated Start Date:** March 25th, 2024

**FLSA:** Non-Exempt

**Compensation:** \$22.00/hr

**Job Summary**

The Children's Nature Playscape on Bronson Park is a non-profit organization under the fiduciary sponsorship of the First Congregational Church that is dedicated to transforming and sustaining a reclaimed green space into a natural play space for the children of Kalamazoo. Through community partnerships and signature programming, Children's Nature Playscape fosters the cultural, emotional, intellectual, physical, and social development of children 0-10 years old and their families. Our team is looking for a mature, equity-minded individual to coordinate, mentor, train, motivate and support our programs staff who will be supporting families during the Playscape's regular hours and special events.

**Work Schedule**

From 6/1 - 8/31, the Playscape will be open to the public on Mondays, Tuesdays, Thursdays, and Fridays from 9AM-12PM and 3PM-6PM and on Saturdays from 10AM-2PM. Wednesdays are reserved for special events and partnerships that you have the opportunity to create and foster. From 9/1 - 11/2, the Playscape will be open to the public on Thursdays and Fridays from 9AM-12PM and 3PM-6PM and Saturdays and Sundays from 10AM-2PM. Shifts begin 30 minutes before opening and end 30 minutes after closing. In addition, there will be monthly scheduled meetings with the CNP Steering Committee, CNP Leadership Team (of which you are a part), and other meetings needed for program and event planning. This seasonal position for 2024 runs from March 25th (or date of hire) to December 20th. Work space is provided.

**Essential Functions**

- Assisting the Executive Director in recruiting and retaining skilled staff members
- Collaborating with Site Coordinator and Executive Director to develop and facilitate staff training, staff onboarding, and staff meetings.
- Working at least 3 weekly scheduled shifts in the Playscape (this might be more in the beginning of the season to ensure programs staff has the support they need at the beginning of their term)
- Developing and maintaining organized systems around staff scheduling and communications
- Acting as the first responder to scheduling conflicts or last-minute staff absences, filling in where needed
- Collaborating with Executive Director in coaching programs staff in such a way that centers each of their individual goals and curiosities
- Modeling the following for programs staff:
  - Ensure the safety of visitors and protection of property and resources
  - Welcome visitors of all age and identity groups
  - Provide excellence in visitor service and communication
  - Support visitors in following guidelines for interacting with the Playscape

- o Recognize and respond to unsafe and inappropriate behaviors in a timely, compassionate manner
- o Provide security, solve conflicts, and make decisions in the best interest of families' long-term relationship with the Playscape and natural world
- o Handle incidents per policy and submit reports as necessary
- o Direct and assist visiting group leaders as needed
- o Complete set up for special events (tents, tables, chairs, etc.)
- Conduct/delegate and document regular safety inspections and report or remedy unsafe conditions
- Monitor weather and inform visitors, volunteers, and staff of risk or early closures per The CNP Weather Closure Guidelines
- Maintain documentation and data collection as requested by Executive Director
- Perform minor property maintenance as requested by the Site Coordinator (cleaning structures, minor garden work, stream care, etc.) per The CNP Maintenance Manual

### **Desired Qualifications / Skills**

- Study or experience with team or non-profit management, event planning, or education of young children
- Knowledge of Google Drive and Gmail features
- Experience with designing and/or facilitating team or staff trainings
- Basic organization skills and professionalism (punctuality, clear and compassionate communication, meeting deadlines, being proactive where possible, etc.)
- Confidence and self-awareness, knowledge of who you are, what you need, and what you have to offer
- Values and interpersonal skills centered in diversity, equity and inclusion
- Ability to work outdoors and navigate the nature and playscape site

All prospective employees will be subject to a background check prior to hiring.

Please email a resume and cover letter to our Executive Director, Nora Seillheimer at [nora@kalamazooplayscape.org](mailto:nora@kalamazooplayscape.org) by March 15th, 2024.

### **EEOC STATEMENT**

Equity of access to nature is a core principle of this project. The CNP will be free to the public, intentionally inclusive, ADA-compliant, and barrier-free. It will welcome children and families of all abilities and socioeconomic situations to learn, grow, and play together while experiencing nature. We take pride in providing equal employment opportunities to everyone regardless of their race, ethnicity, beliefs, religion, marital status, gender, gender identity, citizenship status, age, veteran status or disability.