

## **Job Description**

**Job Title:** Bilingual Kaleidoscope Play & Learn Facilitator

### **Overview**

Chinese Information and Service Center (CISC) is seeking a part-time (4 hours/week/group) Play & Learn Facilitator to run Bilingual (Chinese or Spanish) Kaleidoscope Play and Learn Group in King County. This position is responsible for planning and running the weekly Bilingual (Chinese or Spanish) Kaleidoscope Play & Learn groups. Play & Learn works with family, friend and neighbor caregivers and parents to support them in preparing young children (18 months – 5 years old) for success in school and life through quality early childhood experiences in the group and at home.

### **Duties and Responsibilities**

- Plan developmentally and culturally appropriate activities for 18 months-5 years old children
- Guide intentional child learning to support child development and growth
- Gather supplies and prepare materials for weekly session
- Set up and clean up the space prior to and after each Bilingual Kaleidoscope Play & Learn session
- Plan for and guide intentional caregiver learning for each session
- Participating in training
- Completing administrative and record-keeping tasks related to the Bilingual Kaleidoscope Play & Learn and other job responsibilities
- Other duties may be assigned.

### **DESIRED QUALIFICATIONS:**

- Ability to work with and build relationship with children and adult caregivers
- Excellent written and verbal communication skills in English and Chinese or Spanish
- Experience working with the immigrant community
- Experience working with children
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**HOURS:** Part-time (4 hours per week per group). Non-exempt position.

**RECRUITMENT SALARY:** \$16 - \$18/ hour DOE. No benefits.

**TO APPLY:** Submit resume and cover letter to  
Chinese Information and Service Center  
Attn: Chinese Bilingual Kaleidoscope Play & Learn Facilitator  
Kevin Chan  
611 S Lane St  
Seattle WA 98104  
Email resume and cover letter to: [kevinc@cisc-seattle.org](mailto:kevinc@cisc-seattle.org)