

**TOPP KIDS Out of School Clubs (1533948 Alberta Corp.) / TOPP KIDS FOUNDATION**

<b>FRONT LINE TEAM – ACTIVE PLAY COORDINATOR</b>	
<b>APPROVED BY:</b>	Cody Topp – C.E.O.
<b>DATE APPROVED:</b>	February 24th, 2023
<b>REVIEWED:</b>	Annually

**JOB TITLE:**

Active Play Coordinator

**MAIN PURPOSE OF THE JOB:**

As a Active Play Coordinator, You will work closely with your home locations’ Front Line team of educators as well as the teams of multiple TOPP KIDS programs to create a rich environment and community for children, families and staff to reach their full potential. You will ensure all TOPP KIDS brand standards and best practices are being accomplished daily and *executed with excellence*. You will be assigned a rotating set of portfolios throughout the school year, concentrating on specific core outcomes while working with children to develop unique activities, events, and interests as well as portfolio specific tasks to help the program achieve licensing and brand standards. Tasks will include (but not limited to) **planning, supervision, safety, cleaning, licensing, maintenance of brand standards, administrative tasks, meeting the needs of the children, and community building** of the program. While doing this, you will develop positive relationships with our families, staff and community stakeholders.

Above all you must ensure that the program is are maintaining a high level of **FUN & EXCITEMENT** for children, educators, and families, and focus on the **GROWTH** of every child in the program.

**PORTFOLIOS:**

**The Physical Literacy / Music & Movement Portfolio-** your role is to ensure planning and preparation of any and all [Physical Literacy / Music & Movement](#) activities daily focusing on skill building as well as [music](#), a weekly [Section Audit](#) (Equipment Audit) and [Community Unity Documentation](#).

**The S.T.R.E.A.M. /Clubs Portfolio-** your role is to ensure planning and preparation of any and all [S.T.R.E.A.M.](#) activities focusing on innovation and managing [Kids Clubs](#) as well as a weekly [Section Audit](#) (Equipment Audit) and [Daily Safety Checklists](#).

**The Arts & Expression / Literacy Portfolio-** your role is to ensure planning and preparation of any and all [Arts and Expressive projects/ play](#), [Literacy programming and promotion](#), the [visual representation of learning](#) (living wall and learning stories) and any [signage](#) for the program as well as a weekly [Section Audit](#) (Equipment Audit).

**Kindi Club Portfolio-** your role is to ensure planning and preparation of any and all [portfolio](#) focuses throughout each week, the [visual representation of learning](#) (living wall and learning stories) and any [signage](#) for the program as well as a [Section Audit](#).

**Clubs, Multicultural, & Leadership integration -** [Every portfolio](#) will be responsible for incorporating clubs, multicultural, and leadership focuses into their programming throughout each week.

*\*See individual portfolios for further descriptions and duties*

**REPORTS TO:**

The job titles that this job incumbent reports to are: Program Coordinator, Room Lead, Regional Manager, Director of Operations and C.E.O.

**DIRECT REPORTS:**

Job tiles co-supervised by this job incumbent.

Practicum Students, and Volunteers

## **QUALIFICATIONS:**

The minimum qualifications required to successfully perform this role:  
Early Childhood Education or related experience, a minimum of a Level 1 Alberta ECE Certification.

## **ADDITIONAL QUALITIES/SKILLS/ ATTRIBUTES NEEDED ARE:**

- Strong supervision and leadership skills
- Strong relationship building skills with teams, families, children and community.
- Ability to lead using TK Brand Standards and Best Practices
- Adaptable
- Strong communicator, both written and oral
- Knowledge and familiarity with the jurisdiction of the Alberta Child Care Act and child care Best Practices
- Possession of basic computer and technological skills, especially Word, Excel, Adobe, and internet (preparation of documents in various formats such as PDF, Word, etc., electronic file naming, uploading documents).
- Ability to maintain confidentiality of company practices/ staff / or occurrences that may arise.
- Ability to maintain a routine, transitions, and expectations effectively and consistently.
- Ability to be work with a limited budget and use recyclables often as possible.
- Attention to detail with a focus on goals.
- Excellent follow-up skills and takes initiative.
- Ability to work with growth plans and constructive criticism.
- Spirit of teamwork and professionalism
- Personal drive for self-growth and improvement
- Reliable transportation and ability to commute to multiple locations.
- Ability to convey a "Family Run Feel".

*All qualifications comply with human rights legislation.*

## **DUTIES AND RESPONSIBILITIES:**

### **8 AREAS OF RESPONSIBILITY**

*Reflected in evaluations*

#### **PROGRAM SUPPORT/ LEADERSHIP**

- Be a brand ambassador- Face of the company to families, team members and community.
- Supports the "Daily Flow" routine and all transitions per brand standard.
- Works with the Program Coordinator and Front Line team to create a stronger program.
- Attends Meetings as needed.
- Follows the TOPP KIDS Administrative Calendar.
- Is counted in ratio as a primary staff member.
- Maintains the tasks outlined in the portfolio daily.
- Fosters culture surrounding continuous communication, growth and "Family-Run" feel with team.
- Accountable and takes pride in the program, its operations and team.
- Leads children through planned and spontaneous activities.
- Builds respect through fairness and routine with the children.

#### **PORTFOLIO & SUPERVISION**

- Performs excellent execution of Every Face, Every Section, Every Time You Walk the Floor.
- Prefers excellent execution of *Active & Effective Supervision*.
- Excellence in execution of your scheduled activities daily.
- Knows ratio numbers at all times
- Completes planning for the following week for Friday Portfolio Planning Reviews with Program Coordinator
- Assesses and anticipate possible risks when planning activities.
- Takes the time every day to have one on one opportunities with as many children as possible
- Uses planning time effectively.
- Incorporates clubs, multiculturalism, and leadership opportunities into programming weekly.
- Completes weekly portfolio Section Audits and *executing with excellence*.
- Actively participates in daily Pre and Post shift discussions

- Maintains photo and written documentation/reflection of activities
- Follows up with the *Program Coordinator* and *Room Lead* on Weekly Audits.
- Uses brand standard behaviour management techniques.
- Prefers excellence in execution of *Active & Effective Supervision*
- Performs excellent execution of *Every Face, Every Section, Every Time You Walk the Floor*.
- In charge of assigned portfolio specific duties.
- Ensures all safety and medication procedures are met and well communicated.
- Knows and understands any individual child needs, medical conditions, allergies, custody orders, etc.

#### **SAFETY & CLEANING**

- Oversees completion of all assigned **Safety & Daily Checklists**
- Completes weekly Section Audits.
- Ensures all safety and cleaning practices are being met.
- Knows emergency procedures at all times
- Constantly assesses and anticipates risks during activities

#### **EVERY FAMILY LEAVES HAPPY**

- Talk to every Family! – builds respect and trust.
- Fosters culture surrounding continuous communication and "Family-Run" feel with families and community members.
- Effectively communicates with parents any child difficulties, issues or action plans when acting as Supervisor.

#### **GROWTH AND ACCOUNTABILITY**

- Seeks continuous improvement of supervision and development through asking questions and for support when needed.
- Focuses on the continuous growth of self and team members, utilizing professional development opportunities and acting in

a mentorship role when needed, maintaining a culture of growth for everyone.

- Always innovates new ideas to better the program.
- Attends all mandatory workshops and meetings

#### **EMPLOYER OF CHOICE**

- Promotes the Early Childhood & Development sector as a professional career using language commonly used across the sector (i.e: Educator vs playworker).
- Promotes the use of brand specific practices to promote a fun professional workplace. (buy into the cheesiness!)
- Catches team members “*doing it right*” and celebrates publicly.
- Fosters culture surrounding continuous fun and excitement in the workplace.
- Helps Program Coordinator plan staff events for culture and moral building.
- Encourages continued growth of team members and self through Professional Development Coordinator and furthering education programs.
- Help Program Coordinator coach all practicum placements and internships at the program.

#### **LICENSING & COMMUNITY INVOLVEMENT**

- Always maintains personal accountability for licensing and brand quality standards.
- Actively ensures TOPP KIDS is involved in the community-school, neighbourhood, city, etc. (e.i: Involving local businesses, associations, schools and community member, etc.

#### **PROGRAM QUALITY & MAINTENANCE**

- Consistently evaluates the quality of the program and its delivery to the families (parents eye view)
- Ensures program continues to use brand schedules, routines and processes.
- Sets up and tears down of program daily and stores equipment safely and in an organized manner avoiding damages.
- Consistently evaluates the quality of the program and its delivery to the families (*parents eye view*)
- Ensures Section Audits are done weekly addressing any program needs and actively restoring standards when needed.

#### **TIMESAVER, & REPORTING**

- Ensures all hours worked are recorded properly and on time.
- Ensure personal profile is complete

*Further tasks may be listed in the Room Lead Portfolio.*

#### **WORKING CONDITIONS:**

You will work primarily at a school location, both indoors, and outdoors in an active setting. Between school hours you will continue to work in an office or at home setting and should be aware that some supervision may also be required on field trips during program time. Movement between program locations may be required to best meet company needs.

Travel may be necessary during shift and done so in a chartered bus between program and field trip locations.

Shifts are typically split and can span from 6:45 AM – 6:00 PM following a general schedule (*dependent on your location and program needs*) and may be subject to change throughout the year. Schedules must not exceed a maximum of 36 hours per week but flexibility may be needed (*See contract for your scheduled hours*). Break times are scheduled, and some shifts may be extended based on company needs.

#### **PHYSICAL REQUIREMENTS**

The physical requirements of the job are stated in this section. Depending on the position type, a variety of physical requirements may apply. Sections which need to be referenced are listed below:

- ***Strength Guidelines***  
*In this role you may have to lift carpets and other materials, boxes of paper, or supplies which weigh approximately 20 - 40lbs.*
- ***Motion Parameters***  
*In this role you may be expected to sit at a desk for long hours or stand in programs during your shift. Other common parameters would be running, walking, playing floor activities with children, stairs, squatting, kneeling, or pushing furniture.*
- ***Vision and Hearing Requirements***  
*In this role you may be required to spend hours in front of a computer screen and may be required to have the ability to read signs and documents, see across the span of a gymnasium or field and judge distances as well as actively listen during child care supervision and program assessments.*
- ***Psychological Demands***  
*In this role you will be is expected to make both strategized and quick decisions, supervise and mentor children, problem solve, read or write, speak loudly/publicly, or interpret data as well as support both the professional and sometimes personal growth of individuals.*

You will also work closely with families and often hear their stories and act as a sounding board or support, creating a *community of care* around them. This at times may become psychologically taxing.

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## ACKNOWLEDGEMENT & AGREEMENT

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.

**SIGNATURE:** \_\_\_\_\_  
Employee

**NAME:** \_\_\_\_\_  
Print

**DATE:** \_\_\_\_\_