

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

Centre Support Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council
Honoraria and Expenses	As set at the annual Association Meeting.
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for the Centre Support Convenor's children
- Understands Playcentre philosophy and practice
- A background of strong involvement at Centre level
- Values parents as first teachers in a Playcentre setting
- Is prepared to continue training and participate in ongoing professional development
- Able to work co-operatively with Centre members and other members of the Association; liaising closely with Equipment and Property, Education and Bi-Cultural convenors

Essential skills and knowledge

- Has completed Course Three *Playcentre Sessions*
- Able to communicate effectively – orally and in writing

Goals

Be a:

- Support to Centre supporters.
- Coordinator and facilitator for Centre Supporters meetings
- Communicator between Association.

Duties and Responsibilities

1. Convene the Centre Support Team and be responsible for ensuring the team fulfils its responsibilities
2. Establish a good working relationship with Centre supporters
3. Ensure Centre Review forms are completed monthly
4. Follow up issues identified appropriately with Centre Supporter
5. Provide Centre Supporters with necessary support to enable them to meet centres' needs
6. Attend Association executive meetings and work as an effective member of the executive
7. Attend all Council Meetings
8. Organise 1 meeting per month for Centre Supporters
9. Be responsible for providing a written report to Executive, Council and AGM

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

meetings

10. Ensure area meetings take place
11. Organise and attend centre support training workshops
12. Contribute and report to an annual management plan based on the Association strategic plan
13. Develop annual budget and goals for Centre Support Team
14. Monitor and report to Council on ongoing spending within budget
15. Responsible for the management of staff assigned to the Centre Support team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development
16. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Sources of Support

- Association President
- Association Treasurer
- Other Executive members
- Centre Supporters
- Office Administrators