

**Human Resource Committee Meeting Agenda**  
**Quorum = 3 (50%) (Total Committee Members = 6)**  
**Tuesday, November 15, 2022**  
**12:30 p.m. – 1:45 p.m.**  
ZOOM Virtual Meeting Room

***Be the Driving Force** to meet our roles and responsibilities as a committee by:*

- *Recommending personnel strategies*
- *Ensuring labor level compliance*
- *Providing guidelines for HR policy strategies*

**I. Call to Order & Chair Comments – Karen McDonald**

A. Welcome

**II. President's Report**

**III. Approval of Minutes \***

A. September 20, 2022 – Open Session

**IV. Policy**

A. HR 401 Benefits Summary, HR 414 Health Vision Dental Insurance, HR 415 Life Insurance, HR 416 Long-Term Disability - Revised (Effective January 1, 2023) \*

**V. Personnel**

- A. Play Facilitator – New Position (Effective December 1, 2022) \*
- B. Organizational Chart (Effective December 1, 2022) \*

**VI. Information <sup>Δ</sup>**

Human Resources Updates

1. Personnel Updates

- a. Filled Positions – Contracts Coordinator, IT Engineer, MAC Coordinator, Program Manager (Parent Education)
- b. Open Positions – Program Specialist, Coach, Quality Assurance Specialist, Information Assistant (part-time)

- i. Candidates can apply at

<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County/about>

\*Needs Action

<sup>Δ</sup> Information Only

## Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Board of Directors / NC Pre-K	November 17, 2022	12:00 pm – 2:00 pm
Family Connects	December 6, 2022	2:00 pm – 3:00 pm
Planning and Evaluation	December 6, 2022	1:00 pm – 3:00 p.m.
Facility & Tenant	December TBD, 2022	11:30 am – 1:00 pm
Human Resources	December TBD, 2022	12:30 pm – 1:45 pm
Executive	December 15, 2022	9:00 am – 11:00 am
Family connects	January 3, 2023	2:00 pm – 3:00 pm
CED	January 5, 2023	9:00 am – 11:00 am
Facility & Tenant	January 9, 2023	11:30 am – 1:00 pm
Board Development	January 11, 2023	9:30 am – 11:00 am
Finance	January 17, 2023	3:00 pm – 5:00 pm
Board of Directors / NC Pre-K	January 26, 2023	12:00 pm – 2:00 pm
Family Connects	February 7, 2023	2:00 pm – 3:00 pm
Planning and Evaluation	February 7, 2023	1:00 pm – 3:00 p.m.
CCR&R	February 16, 2023	9:00 am – 11:00 am
Facility & Tenant	February 20, 2023	11:30 am – 1:00 pm
Human Resources	February 21, 2023	12:30 pm – 1:45 pm

## Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
NC Diaper Bank	December 10, 2022	PFC	dmalvesti@ccpfc.org
Soiree	March 24, 2023	Crown Expo	dmalvesti@ccpfc.org

## Holiday Schedule

HOLIDAY	DATE CLOSED
Thanksgiving	November 23-25, 2022
Christmas and New Year	December 23, 2022-January 2, 2023
MLK Day	January 16, 2023

**NC Pre-K Planning Committee/Board of Directors Meeting  
(Hybrid Meeting)  
Thursday, October 27, 2022  
President's Report**

**A. North Carolina Partnership for Children (NCPC) Updates / DCDEE Updates / Legislative Updates**

**1. NCPC**

- Carry-forward funds are anticipated to go into a contract amendment late November/December. We have received the grid of funding allocations and carry-forward funds from NCPC in order to finalize recommendations.
- NCPC has sent out **Pre- and Post-Elections Resources for Fall 2022**. These will be sent out to Board and staff in a separate email.
- **State Expansion of Child Care Health Consultants** – The amendment on the Expansion grant for the No Cost extension through September 30, 2022 was executed. DCDEE notified NCPC that a no-cost extension for October 1, 2022 – November 30, 2023 would be provided for the project. We are awaiting contract information.
- **Federal PDG Grant for Regional Pilots for Family Connects** – Waiting for next steps for contracting for the third year of funding. We have 2 more years of Community Foundation funding for the Community Alignment Specialist position. State level meetings are occurring around sustainability beyond the PDG funding for the Family Connects Pilot sites. Data summary attached.

**2. DCDEE**

- Child care programs should be looking at the option of the extension of the Stabilization grants for compensation supports for another year. The additional year is utilizing about \$150M in discretionary ARPA funding for this purpose.
- Anticipate late fall for guidance with a first of the year application release from DCDEE on the \$20M for NC Pre-K start-up, quality and capital expenses.
- **PDG B-5 Funding** – Notice of Funding Opportunities. The next round of funding will emphasize what are called bold investments in the ECE workforce, including through planning and implementation of compensation initiatives and developing pathways to licensure, credentialing, and degrees.
- **NC Pre-K** – The state data system for NC Pre-K and other state functions have been down sporadically over the last few weeks. This has impacted ability to process attendance, submit reports and communicate with those at the state level. We were fortunate to be able to get our processing done and keep funding flowing. This has impacted many contract administrators for the program.
  - a. The new funding for NC Pre-K that was granted in the short session will be put into a contract amendment once DCDEE does amendments with Contract Agency Administrators. We are still waiting for guidance and the contract amendment.
  - b. NC Pre-K staff in all sectors will be participating in the state required **LETRs training** on literacy. Cumberland County is in Cohort 3 for this training. The Department of Public Instruction is the lead for this training.
  - c. Utilizing monthly NC Pre-K Directors meetings for work on NC Pre-K processes.

**3. Local Level**

- **Governor Cooper was in Fayetteville on Thursday, October 20, highlighting the NC Child Care Stabilization Grants.**

- **Child Care Stakeholder Community Meeting** with local and state lawmakers, child care providers and other leaders and stakeholders is being scheduled for November 9 from 11:00 am – noon at the Partnership. Community Engagement will be getting the invitations out. The convening of this meeting resulted from Governor's visit.
  - Highlights from the 2022 NC Association for County Commissioners Map Book are attached for Cumberland County.
4. **Federal Level** – The federal government is operating under a continuing resolution for operation until December 16. Bills to keep an eye on for potential funding for early childhood at the end of the year include the 2023 Farm Bill which covers SNAP benefits, the MIECHV reauthorization bill, National Defense Authorization Act which impacts military families, and some potential movement in the area of mental health services.

**B. Grant Opportunities/Updates/RFPs**

1. City of Fayetteville ARPA funding – Child care sites must be within Qualified Census Tract zip code areas in the City of Fayetteville. Application is open. DCDEE's continuation of Stabilization Grants for compensation will impact implementation of this proposal. Working with City for other potential options to assist the workforce with this funding.

**C. PFC Updates & Highlights**

1. **Position openings posted: website link** (<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County>). Please go to our website for new postings and share opportunities. There are programmatic postings.
2. **Welcome** – Michelle Downey, Contracts Coordinator; Fletcher King, IT Systems Engineer; Vonshieka James, Program Support Specialist for Family Connects. Wakenia George, Program Manager for Parent Education and Latasha Jenkins, MAC Coordinator will start Monday, October 31.
3. We continue to monitor federal, state and local health and safety guidelines for any recommendations and compliance guidelines related to COVID-19. Enhanced cleaning and hand sanitizer stations are available as are masks upon request.
4. **Infrastructure Project:** We are working with Fleming & Associates on Phase 2 of the project. Shop drawings have been submitted and are waiting for required revisions and updates from the contractor. In addition, we have received most of the required documentation for the project.

**D. Events/Community Outreach**

1. **Board and Committee Meetings:** Meetings are being offered in a hybrid format and in-person. Please refer to your meeting invites for the format of the particular meeting.
2. **All Staff Meetings:** Monthly meetings are offered in a hybrid format with increased offerings of in-person meetings.
3. **Tenant Meetings:** The next quarterly meeting is November 15<sup>th</sup> from 5:30-6:30 pm and will be in person.
4. **Drive-Through Truckload of Hope Diaper Bank: November 5 and December 10** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti ([dmalvesti@ccpfc.org](mailto:dmalvesti@ccpfc.org)) if you can assist. We continue to be in conversations with the Diaper Bank of NC about additional options for the Diaper Bank in Cumberland County.
5. **United Way Campaign – Runs through November 16. Contact Anthony**, [aramos@ccpfc.org](mailto:aramos@ccpfc.org), **or Belinda**, [bgainey@ccpfc.org](mailto:bgainey@ccpfc.org) **if you would like more details or to get involved with us.** Our Annual Food Drive for Fayetteville Urban Ministry in conjunction with the United Way Campaign ends November 10.
6. **Government in Action State and Local Roundtable event, October 20-21 in Washington, DC** – meeting covered what states were doing around Pre-Natal to Three policy and federal policies on the horizon. In addition, the Prenatal-Three State Policy Roadmaps for 2022 were recently released. The North Carolina State Prenatal-Three roadmap as well as the 2021 North Carolina Fact Sheet on Child Care are attached as part of your packet.
7. **The Soiree – March 24, 2023. It has been moved to be more budget friendly and will be held at the Crown Expo Center. We need your help!** Contact Sharon Moyer ([smoyer@ccpfc.org](mailto:smoyer@ccpfc.org)) for more information in upcoming meetings. The proposed theme is "The 70's".



**Partnership for Children of Cumberland County, Inc.**  
**Human Resource Committee Meeting Minutes**  
**September 20, 2022 (12:33p-1:07p)**  
***Be the Driving Force***



**MEMBERS PRESENT:** Lonnie Ballard, Karen McDonald, Heather Skeens, Lisa Childers, Terrasine Gardner

**MEMBERS ABSENT:** Van Gunter

**NON-VOTING ATTENDEES:** Anthony Ramos, Mary Sonnenberg, Carole Mangum, Marie Lilly

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Call to Order	The scheduled meeting of the Human Resource Committee was held via ZOOM virtual conference due to the COVID-19 pandemic, on September 20, 2022 beginning 12:33p pursuant to prior written notice to each committee member. Karen McDonald, Chair, determined that a quorum was present and called the meeting to order. Anthony Ramos was Secretary for the meeting and recorded the minutes.	Called to Order	None
II. President's Report	See attached report.	None	None
III. Approval of Meeting Minutes A. June 21, 2022 (Open Session)	The open session minutes of the June 21, 2022 Human Resource Committee meeting were distributed and reviewed by the committee members. Lonnie Ballard moved to accept the June 21, 2022 Human Resource committee meeting minutes, as presented. Lisa Childers seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
IV. Policies A. HR 404 and 405 revisions – effective January 1, 2023	<p>Anthony presented revisions to HR 404 Vacation and 405 Sick Leave that will sunset a grace period provision created at the beginning of the pandemic is 2020. The grace period provision provided six additional months for staff to use vacation and sick leave before calculating rollover that normally happens at the end of the calendar year. The Partnership provided this grace period with HR committee and board approval because staff were unable to take vacation and sick leave as they would normally due to state and locally mandated quarantine and curfew orders. As these mandates and other restrictions were lifted, staff were again able to use vacation and sick leave regularly. The grace period no longer has an effective use and will sunset beginning with calendar year 2023.</p> <p>Lonnie Ballard moved to approve the policy revisions as presented. Lisa Childers seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	Motion Carried	None
V. Personnel – effective October 1, 2022 A. Position Updates Memo and Organizational Chart	Anthony presented the positions update memo and the organizational chart and discussed the revisions. The changes included: supervision changes to the part-time Program Specialist and Program Specialist for Subsidy; supervision and title change to the Program Consultant position; and a new seat added to the	Motion Carried	None



Partnership for Children of Cumberland County, Inc.  
Human Resource Committee Meeting Minutes  
September 20, 2022 (12:33p-1:07p)  
*Be the Driving Force*



B. President Succession Plan	<p>Program Support Specialist position for a total of 3 seats. The organizational chart visually reflects the changes discussed on the memo.</p> <p>Lonnie Ballard moved to accept the position changes and organizational chart as presented in the memo. Heather Skeens seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>Anthony presented the President Succession Plan for annual review and approval. Each year, the Partnership reviews the plan and makes changes as necessary. Anthony briefly explained what the succession plan is, what it does, and why it's necessary. He also explained the revisions to the plan as presented in the summary memo: replacing VP of IT (dissolved position) with VP of Planning and Eval and adding a new bank to the key information inventory.</p> <p>Lonnie Ballard moved to accept the revisions to the succession plan as presented. Lisa Childers seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	Motion Carried	None
VI. Information	Anthony provided HR updates to committee members including hiring updates, upcoming holidays, events and meetings.	None	None
VII. Adjournment	As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 1:07pm.	Adjourned	None

**Submittal:** The minutes of the above stated meeting are submitted for approval.

**Approval:** Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

\_\_\_\_\_  
Secretary of Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date





# MEMO

## HR 401, 414, 415 and 416 Policy Revisions – Effective 1/1/23

---

### Part-time Employee Dental, Vision, Life and Long-term Disability Insurance (MetLife)

- Over the last three years, the Partnership has added 3 part-time positions and that number could keep increasing. Increasing part-time benefits will help with recruitment and retention efforts.
- Currently, part-time employees are eligible for paid time off, 401k retirement plan, and other mandated benefits.
- These revisions make it possible for part-time employees to enroll in vision and dental insurance benefits and receive life and long-term disability insurance similar to full-time employees.
- The Partnership's plan through MetLife does not prohibit part-time employees from participating.

### Partnership's Cost of Benefits for Part-time Employees

- The cost for employee only coverage per year is as follows:
  - Dental - \$379.32
  - Vision - \$80.52
  - Life - \$69.96
  - LTD - \$73.79 (assuming \$15/hour)
  - **Total - \$603.59**

### Summary of Policy Revisions

- HR 401 Benefits Summary
  - Section 3.c. Added "dental and vision insurance plans, life and long-term disability insurance," for regular, part-time employees.
- HR 414 Vision and Dental Insurance
  - Section 2.b. Added the ability for part-time employee participate in vision and dental plans after a 90-day introductory period.
- HR 415 Life Insurance
  - Section 2.a. Added ability for part-time employees to participate in life insurance.
- HR 416 Long Term Disability
  - Section 2.a. Added ability for part-time employees to participate in long term disability.

From: Anthony Ramos

To: HR Committee

Dated: 11/15/22

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 401 – Benefits Summary and Eligibility**

**1. General Information**

Partnership for Children's (PFC) overall benefit program features a wide range of core benefits and family-focused programs. PFC provides benefits to eligible employees based on employment status, length of service, and other criteria.

**2. Benefits Summary**

The following benefit programs are available to eligible employees:

- Medical, Vision, and Dental Benefits
- Health Reimbursement Accounts
- Flexible Spending Accounts
- 401k Retirement Plan
- Time Away from PFC (holidays, vacation, sick leave, personal time, child-involvement leave, shared leave or vacation donation program, leaves of absence)
- Educational and Professional Assistance
- Financial Security (life insurance, long-term disability, prepaid legal services)

See Sections 402-426 for additional details on these benefits.

**3. Benefits Eligibility**

The following employee classifications help determine eligibility for benefits.

**a. Regular Full-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work 40 hours a week. These employees are eligible to participate fully in all benefits.

**b. Regular Abbreviated Schedule Employees**

All employees hired to established classifications for a period in excess of six months and who regularly scheduled to work at least 30 hours a week, but less than 40 hours a week. These employees are eligible to participate in all benefits.

**c. Regular Part-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work less than 30 hours a week. These employees are eligible to participate in the following only: dental and



**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 401 – Benefits Summary and Eligibility**

vision insurance plans, life and long-term disability insurance, 401k retirement plan, Time Away from PFC, and benefits required by law or plan design.

**d. Temporary Employees**

Employees hired on a temporary basis, usually up to three months, but not to exceed six months, are not eligible for employee benefits except as required by law or plan design.

**Partnership for Children of Cumberland County, Inc.  
Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 414 – Health, Vision and Dental Insurance**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC)'s health, vision and dental insurance plans provide employees and their dependents access to medical, vision and dental insurance benefits after 90 calendar days of service.
- b. Dependents include (1) the employee's legal spouse or (2) a child of the employee or (3) a child of the employee's spouse. Refer to PFC's medical policy for definitions and terms.
- c. If an employee does not have a dependent at the time of enrollment in the plan, but later acquires a dependent, this person becomes eligible to participate in the plan on the date that he/she becomes a dependent.
- d. All eligible employees, ~~including regular full-time and regular abbreviated schedule employees,~~ will participate in or opt-out of the health, vision and dental insurance plans subject to all terms and conditions of the agreement between PFC and the insurance carriers.
- e. A change in employment classification that would result in loss of eligibility to participate in the health, vision and dental insurance plans may qualify an employee for benefits continuation under the COBRA. Refer to the Continuation of Benefits (COBRA) section for more information.
- f. Details of the health, vision and dental insurance plans are described in the Summary Plan Description. A Summary Plan Description and information on cost of coverage will be provided in advance of enrollment to eligible employees.

**2. Policies**

- ~~a.~~ Regular full-time and regular abbreviated schedule employees are eligible to participate in the health, ~~vision and dental insurance~~ plans after ~~a 90 calendar days of service-day introductory period~~ **(See HR 206 Introductory Period)**.
- ~~a-b.~~ **Regular full-time, abbreviated schedule, and part-time employees are eligible to participate in vision and dental insurance plans after a 90 day introductory period.**
- ~~b-c.~~ PFC and the employee will share the cost of health, vision and dental insurance premiums. In the event the health, vision and/or dental insurance premiums increase during the annual renewal process, PFC will cover the increased difference for the effective month of coverage and the month prior.
- ~~c-d.~~ The employee's share of the monthly premium will be collected through payroll deductions.
- ~~d-e.~~ In the event PFC receives a Medical Loss Ratio (MLR) rebate for medical, vision or dental premiums, PFC will issue the rebate in accordance with the Department of Labor Technical Release 2100-04, dated December 2, 2011 to employees through a payroll lump sum reimbursement at a percentage of the

Formatted: Font: Bold

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 414 – Health, Vision and Dental Insurance**

rebate equal to the percentage of the cost paid by participants. In the case of former employees, refunds of less than \$5.00 will not be issued due to processing costs.

~~e-f.~~ Employees who decline to participate in the health, vision and dental insurance plans will be required to execute a waiver of benefits form.

~~f-g.~~ Employee's experiencing a qualifying event will need to request a change in benefits within 30 calendar days of the event and provide required documentation. The effective date of the change will be the same date as the qualifying event. If the request is not made within 30 calendar days of the qualifying event, the change will be effective as described in item f below. For the purposes of this policy, life changing events are defined as:

- 1) Hire – enrollment as a new employee
- 2) Change in employment status of the employee's spouse or employee's dependent – switching from part-time to full-time employment status or from full-time to part-time, termination or commencement of employment, a strike or lockout, commencement of or return from an unpaid leave of absence which results in employee/dependent becoming ineligible for coverage
- 3) Change in legal marital status – marriage, divorce, legal separation, annulment or death of a spouse
- 4) Change in number of dependents – birth, death, adoption, placement for adoption, award of legal guardianship
- 5) Dependent satisfies or ceases to satisfy eligibility requirement – marriage of dependent or change in student status

~~g-h.~~ Except for life event changes, all insurance coverage changes will be effective the first day of the month following: (1) the employee's written notification to the Human Resource Manager, by completing the *Payroll Deduction Authorization* and (2) the receipt of the employee's portion of the monthly vendor payment for the insurance through payroll withholding or payment by personal check.

~~h-i.~~ **All new employees will be subject to a 90-day waiting period from date of hire. The benefit period will start on the first day of the month that the 90-day probationary period ends. Payroll deductions will start during the month prior to the benefit period start date. See example #3 below.**

Example #1:

01/04/10 – Employee completes and turns in Payroll Deduction Authorization  
01/29/10 – Initial deduction from payroll (1/2 of employee's monthly portion)  
02/12/10 – 2<sup>nd</sup> deduction from payroll (1/2 of employee's monthly portion)  
02/15/10 – Payment made to vendor  
03/01/10 – Effective date of insurance

Example #2:

01/04/10 – Employee completes and turns in Payroll Deduction Authorization

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 414 – Health, Vision and Dental Insurance**

01/5-14/10 – Employee pays 100% of employee's portion of monthly vendor payment by personal check/money order/cash

01/15/10 – Payment made to vendor

02/01/10 – Effective date of insurance

Example #3 (New Hire)

07/09/12- First payable work day

09/7/12 & 9/21/12- First monthly payroll deductions

10/1/12- All elected benefit coverage begins

10/9/12- Last day of 90 day probationary period

**Partnership for Children of Cumberland County, Inc.  
Human Resources Policies and Procedures**

**Employment Information – Compensation  
Section 301 – Employment Categories**

**1. General Information**

- a. Details of the basic life insurance plan including benefit amounts are described in the contract policy available to all eligible employees.
- b. Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a basic life insurance plan for regular full-time, ~~and~~ abbreviated schedule, and part-time employees.
- b. All eligible employees participate in the life insurance plan subject to all terms and conditions of the agreement between PFC and the insurance carrier.
- c. Eligible employees begin life insurance and AD&D coverage only after completing 90 calendar days of service.

Formatted: Not Different first page header

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**  
**Section 416 – Long-Term Disability**

**1. General Information**

- a. Long-term disability (LTD) is designed to ensure continuing income for employees who are disabled and unable to work.
- b. Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a LTD benefits plan to help regular full-time, regular abbreviated schedule, and regular part-time employees cope with an illness or injury that results in a long-term absence from employment.
- b. All eligible employees participate in the LTD plan subject to all terms and conditions of the agreement between PFC and the insurance carrier.
- c. Eligible employees begin LTD coverage only after completing 90 calendar days of service.



# MEMO

## Position Updates – Effective 12/1/22

---

### New Position Created

1. Play Facilitator – Kaleidoscope Program
  - a. Will report to the Program Manager for Parent Education
  - b. Will be a non-exempt, salary grade 10, comparable to the Provider Services Coach and Caseworker positions
  - c. Position will be funded 100% by the Smart Start Kaleidoscope activity
  - d. Creating 2 seats. 1 seat will be hired immediately. The 2<sup>nd</sup> seat will be reserved for planned growth of the Kaleidoscope program.

### Kaleidoscope Information

Kaleidoscope Play and Learn is an organized play group for young children and the people who take care of them – their grandparents, aunts, uncles, other family members and family friends. Each group has a facilitator that plans and sets up activities for the children and their caregivers to play together. Facilitators help caregivers learn more about child development, how children learn through play and what caregivers can do at home to help the children in their care grow and learn. The Partnership will host additional groups open to children birth to five years free of charge.

Children are born learning and it's important for the people who take care of children to know that. It's also important for them to know how they can support children's learning and healthy development and what they're doing has a life-long impact. Kaleidoscope Play and Learn is an effective way to help caregivers learn more about child development, how children learn and what they can do at home to help the children in their care to grow and learn.

Kaleidoscope Play and Learn was developed by Child Care Resources in Seattle, Washington. The model was developed over several years and involved over 50 organizational partners. The model guidelines are standards based on over five years of outcomes evaluation as well as practice in the field in a variety of settings and communities. Facilitators must complete required training and affiliate organizations must participate in quality assurance practices to ensure fidelity to the model.

From: Anthony Ramos  
To: HR Committee  
Dated: 11/15/22



### Play Facilitator

#### Reports To

The Play Facilitator will report to the Program Manager (Parent Educators).

#### Classification and Hiring Range

Regular full-time // Non-exempt // \$33,772-\$37,992 annually

#### Job Overview

We are looking for an experienced early childhood professional to coordinate and facilitate weekly playgroups using the Kaleidoscope Play and Learn model. Kaleidoscope Play and Learn helps caregivers, including grandparents and other family members or family friends, learn more about child development, how children learn and what they can do at home to help the children in their care to grow and learn. The facilitator plans and sets up activities for the children and their caregivers to play together. The facilitator works to build ongoing connections, relationships, and a circle of mutual support among people who care for children.

To be successful as a Play Facilitator you should be able to provide children with intentional, developmentally-appropriate learning experiences with their peers and caregivers. Additionally, you should be able to recruit and engage participants with a special focus on family, friend, and neighbor caregivers.

#### Responsibilities

- Set up and facilitate weekly playgroups around the community, focusing on child-directed play, coordinated group activity, and intentional caregiver learning.
- Plan and deliver services to model fidelity following the Kaleidoscope Play and Learn guidelines.
- Provide participants information, resources, support, and connections for healthy early child development.
- Inventory, track, and prepare materials for weekly sessions.
- Accurately complete administrative and record-keeping tasks related to Kaleidoscope and other job responsibilities.
- Participate in training for facilitators.
- Recruit participants and attend community events.
- Other duties may be assigned.

#### Position Requirements

- Bachelor's degree in Early Childhood or another human services/education field.
- At least three years of experience in early childhood development, education or instruction.
- Ability to mentor a diverse group of individuals.
- Passionate about early childhood development and the Partnership's mission, vision and core values.
- Excellent interpersonal, leadership and communication skills.
- Spanish is beneficial.
- Strong analytical and problem-solving skills.
- Must have a valid driver's license and reliable transportation.



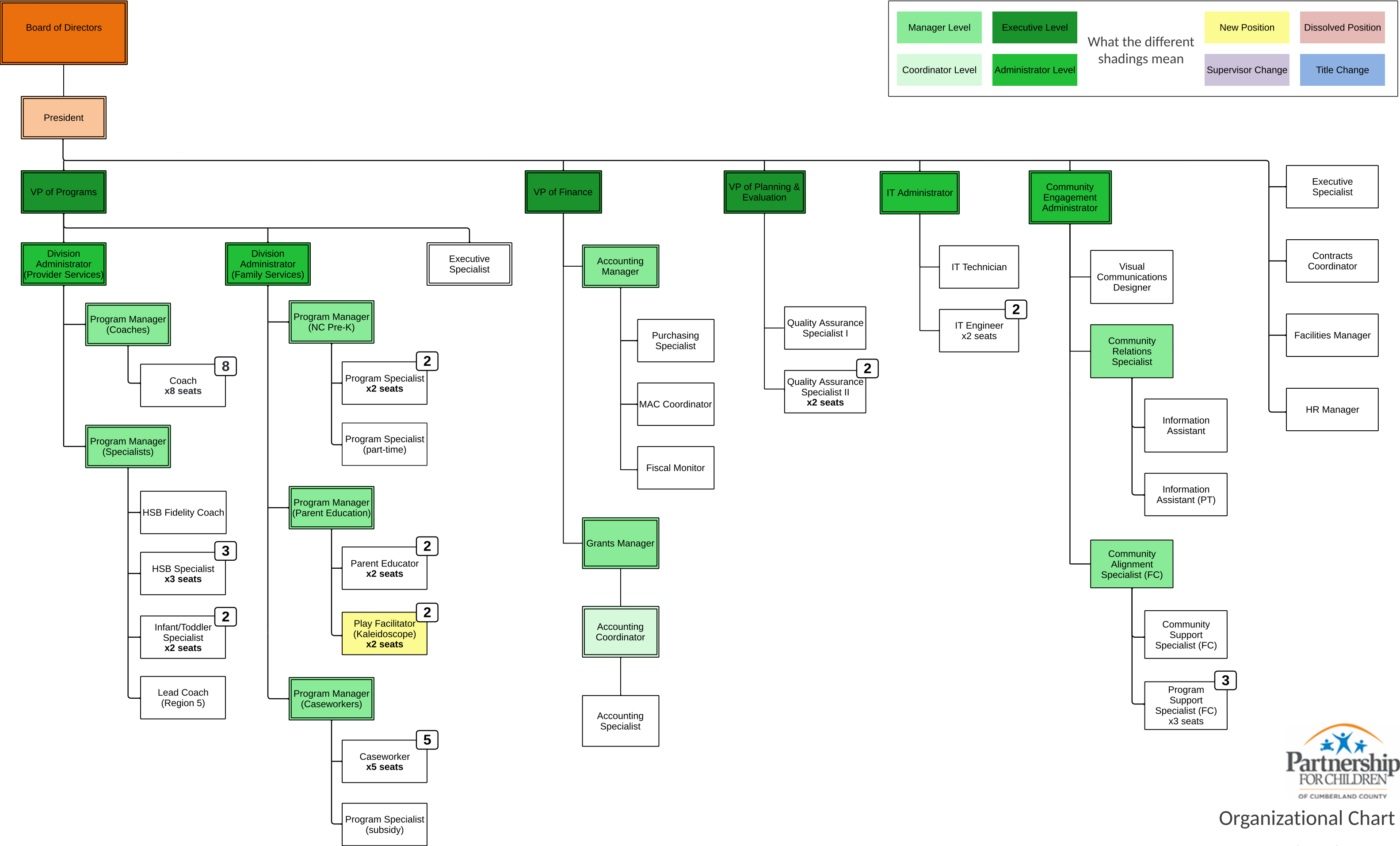
## Job Description

### Play Facilitator

#### **About Partnership for Children**

We are an established, family-focused, and child-centered non-profit serving Fayetteville, NC, and surrounding counties. We offer our employees a wide range of core and family-focused benefits like health, vision and dental, flexible schedules, paid child involvement leave, and parental leave.

Partnership for Children has received numerous awards and recognition for the great care we take in improving outcomes for young children and their families. Most recently, we were voted Best Non-Profit for several consecutive years by the Fayetteville Observer's Readers' Choice Awards.



# Organizational Chart

Approved November 17, 2022  
Effective December 1, 2022