



POSITION VACANT

EXPERIENCED SUPPORTED PLAYGROUP CO-ORDINATOR

(Community and Family Support (CAFS) Program

Would suit someone working in Playgroups wanting an additional day.

7 hrs pw – SCHCADS Award Level 3/4 depending on qualifications and experience

Work in the heart of Greenacre's CBD

Benefits

We support our staff to meet their work/life balance aspirations and wherever possible we aim to show flexibility with work hours. Some of the other ways we support our staff include:

- Bonus 3 days over Christmas period
- Salary Sacrifice & Salary Packaging
- Access to external training and staff development opportunities
- Friendly and supportive team environment, working towards a shared vision
- Access to Employee Assistance Program (EAP)

About You

- You are passionate about working with children and want to help them grow and develop
- You are a professional worker with early childhood qualifications and experience working with families and children 0-5years.
- You are adaptable and flexible with your time
- You love engaging with families and community
- You can lead and grow the playgroup and work collaboratively with the staff team to ensure you exceed the desired parental and children's outcomes for local families.

About The Role

As the Playgroup Co-ordinator, you will be responsible for overseeing and co-ordinating our Supported Playgroup, including leading the playgroup team in developing proactive

engagement strategies and working closely with our Child & Family Counsellor/Caseworker as a referral point and support for families as well as collaborating with our Community Strengthening team, on community events to increase the participation of families in community life.

The role has a 2 hour face- to -face component, running the playgroup as well as administration, community engagement and networking.

Besides ensuring the playgroup runs smoothly, you will also be responsible for maintaining compliance with relevant policies and funding agreements, and providing support to playgroup staff, volunteers and families.

This position requires exceptional planning, organisational and interpersonal skills, as well as a genuine commitment to the well-being and development of children and their families.

Key Responsibilities

- Co-ordinate a weekly, high- quality Supported Playgroup including the delivery of PEEP Learning Together Program (or other evidence based program), that is accessible to all members of the local community, with specific focus on CALD, vulnerable and disadvantaged communities.
- Provide a range of developmentally appropriate activities and apply the (EYLF) to guide and influence planning and practice.
- Provide a structured and positive learning environment in which children can socialise, play and learn.
- Engage with playgroup families about the specific needs of their child/ren and provide a link to other agencies including health and community services and facilitate referrals.
- Co-ordinate the delivery of selected Evidenced Based Parenting Programs to support parents in the implementation of positive strategies to assist with their child's development.
- Participate in relevant local networks/interagencies to exchange information and enhance service delivery and referral pathways for playgroup families.
- Collect and analyse client data to strengthen and enhance service provision.
- Meet or exceed annual client data targets and comply with DEX reporting requirements
- Maintain program accountabilities in accordance with funding contract.

Selection Criteria:

1. Essential

- Experience with playgroups
- Completed degree/diploma in Early Childhood Studies/Social Work with minimum 3 years relevant work experience
- Experience with PEEP or Small Talk Programs or willingness to learn
- Knowledge of the Early Years Learning Framework (EYLF) and ability to implement
- Proven program co-ordination skills

- Excellent English written and verbal communication skills, including report writing
- Ability to comply with client data collection systems and privacy policies
- Ability to meet funding targets and data reporting deadlines
- Strong skills in Microsoft Office Suite/emails/internet
- Physical ability to get down on the floor and sit with children/play games/move small furniture such as children's tables.
- Access to a fully insured motor vehicle registered in NSW and a current driver's licence
- Understand and comply with WH&S legislation, Policies and Procedures and inclusive practice including working with a range of CALD and faith- based groups.

2. **Desirable:**

- Relevant community language
- Experience with volunteers

HOW TO APPLY:

Please email your application consisting of the following documents to: eo@gacc.org.au

1. **A current Resume'** including two work referees – one of whom is a direct supervisor
2. **A statement addressing the Selection Criteria** - this should be submitted on a separate document and must answer **each point** of the **Essential and Desirable Criteria above**. (applications that do not address the Essential Criteria will not be considered).

Closing date for Applications: 9am Monday 19 January 2026.

Enquiries: eo@gacc.org.au / 0406 063 949

About Us

Greenacre Area Community Centre (GACC) is a not-for-profit community organisation offering a range of services and programs to the local communities of Greenacre, Chullora, Mt Lewis, and the wider Canterbury Bankstown Local Government Area. Whilst programs and services have evolved over the years in response to community needs and the availability of funding, GACC has retained its focus on providing community strengthening/ capacity building programs for the whole community, with a particular focus on children, young people, families, and vulnerable/ disadvantaged people.

GACC has built strong local networks and collaborates with other agencies to increase community access to services.

GACC offers the following services and programs:

- information & /Referral services

- School Holiday Activities
- Supported Playgroup
- Child and Family Counselling and Case Work Services
- Workshops/classes/groups
- Tax Help Program
- Emergency Food Relief
- WDO Program
- Community Events
- Community Development
- Volunteering and more

Our Purpose

Greenacre Area Community Centre provides a range of services and activities that address local issues and strengthen our community. We are a central access point for information, support and community engagement. We offer a safe, welcoming space for all, with a focus on expanding opportunities for vulnerable and disadvantaged community members.

Our Vision, Purpose, Values and Goals

Vision

An inclusive, empowered, and engaged community

Values

Ethical: *We work in a way which is honest, right, and fair*

Socially Just: We advocate for equality. We support people to improve their lives and claim their human rights.

Inclusive: *We work to create a community where everyone feels they belong, no matter who they are, where they are from, or what their life journey has been.*

Collaborative: *We promote genuine community engagement and participation. We listen to the community so we can continually improve. We build partnerships, and collaborate with our colleagues inside and outside of the organisation.*

Creative: We use our imagination, energy, and resourcefulness to find new and innovative ways to achieve our Vision

Sustainable: *We operate in a way that supports environmental, social, and economic sustainability.*

Playgroups are an important part of the early childhood experience

