



Parent Coach Job Description

Who We Are:

Pea Pod Playschool is an intentional learning environment that combines the nitty-gritty challenges of daily parenting with active adult education. We support and enable parents to develop into the calm, clear, confident leaders their children need in order to feel safe and secure as they explore, learn, and grow. For more info visit www.peapodpdx.org.

Who You Are:

- Can commit to the school year (Sept1 - July 1) and is available to fulfill weekly duties.
- Has a strong understanding of normal childhood development and is knowledgeable and skilled in respectful parenting philosophies and techniques.
- Is comfortable working alongside parents and confident about modeling respectful parenting techniques with a wide variety of children and adults.
- Is a skilled communicator who can communicate effectively with both children and adults, both one on one and in a group setting.
- Feels comfortable with managing conflict in healthy and productive ways.
- Is a good listener.
- Is passionate about children and their journey through toddlerhood and believes that there are no bad kids.

Job Summary:

Parent Coach will report to the Executive Director and support families in the classroom by playing a lead role in day-to-day activities and modeling healthy conflict resolution. The Pea Pod Playschool runs approximately September - June 30th. Position also includes activities to keep the playschool running safely and smoothly in the areas of health and safety, discovery/Arts, cleaning and sanitizing, parent education meetings, and environments maintenance.

Expectations and Duties:

- Work with and assist Executive Director as needed.
- Attend orientation and trainings.
- Assist in planning and prepping weekly Discovery activities.
- Perform backup shifts for other parent coaches.
- Provide babysitting at Pea Pod during monthly Parent Education Meeting.
- Arrives early for set up and remains after class to assist with cleaning and sanitization.
- Model positive and age appropriate conflict resolution, healthy boundaries and empathy.
- Works alongside parents during playschool hours.
- Act as lead during classroom hours, keeps the group on schedule.
- Lead circle time activities.

- Assists with Health and Safety duties including fire drills, daily health checks, emergency equipment, immunization reporting.

Qualifications:

- Experience with children ages 18 months to 3.5 years.
- Skilled knowledge of respectful parenting techniques required.
- Teaching or coaching experience and/or early childhood degree a plus.
- Skills such as musical instrument, yoga, foreign language, ASL, creative movement desired.
- Partnering with parents/families as children's first and life-long teachers.

Required:

- Background Check
- Current First Aid and CPR training (within 30 days of hiring)
 - *Pea Pod will cover the cost of both the criminal history check and the First Aid/CPR training.

Schedule:

- School year is September-end of June.
- Daily shifts from 9:15 a.m.-1:15 p.m. (Includes set-up/prep and clean-up/debrief).
- 8-20hrs/week: TU/TH (2 shifts), or MWF (3 shifts), or both (5 shifts) per week.
- Program is 9:30 a.m.-12:30pm; Monday-Friday.
- Closed for holidays, Thanksgiving and Christmas/New Years week
- Babysitting for Parent Meetings: 3rd Wednesday of the month from 5-7:30p.m.

Compensation:

\$15-20/hour based on experience and qualifications

Send resume and letter of interest to peapodpdx@gmail.com *Pea Pod Playschool strives to be a diverse and affirming community of all families, embracing those that are multiracial, LGBTQ, divorced, or blended, as well as families from a variety of cultural and ethnic backgrounds. We do not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and/or marital status.*