



JOB DESCRIPTION: **GROUP LEADER**

Group Leaders are a very important part of the success of Roslyn Playgroup. They make sure their group runs smoothly, that new members are welcomed and helped to settle in and that administration is taken care of. Group Leaders are encouraged to delegate tasks amongst the group, rather than do all the tasks themselves. It's not the Group Leader's job to run the group, just to make sure that it is running well.

Personal qualities, skills & experience:

- be friendly, welcoming and helpful
- good organisational, administrative & communication skills
- attention to detail
- be passionate about playgroup

Tasks include:

- attend committee meetings (last week of the term)
- welcome trial people and new members, and help them settle in
- ensure group admin tasks get done – eg. attendance checked off on BookWhen, rosters filled, etc.
- Ensure COVID safety measures are followed
- Organise social events for the group during the year - at least 1 would be great
- encourage a supportive, welcoming and inclusive environment
- make sure members know what is expected of them and where to find things at playgroup
- make sure the group is informed about what's going on at playgroup
- refer any problems with the multi purpose room or running of playgroup to the Coordinator
- make sure sessions generally run smoothly
- attend events whenever possible
- participate in committee discussions & decisions via Facebook /email as needed
- other duties as needed

Equipment and/or resources responsible for:

- Highton Child and Family Centre swipe card and keys.

Estimated time commitment:

- Average half an hour or less per week (not always during playgroup time)

Remuneration

- Free membership fees

Note

The Group Leader role can be shared between two people.

In this case the fees are split (ie. only one full fee is reimbursed per group so if the role is shared, each person pays half membership fees).

You only need to send one Group Leader to each committee meeting, though of course both are welcome to attend.

It's also the responsibility of the two Group Leaders to work together and ensure they're communicating with each other regularly.