



**JOB DESCRIPTION : CHILD DEVELOPMENT – PLAY SPECIALIST** 12-2023

**OVERVIEW**

The Child Development Play Specialist role is to support and expand program offerings including developing collaborative outreach initiatives to support early intervention practitioners, autism specialists, social workers, and the children/families they serve with learning disabilities, intellectual disabilities, and substance use disorders including children challenged with physical, developmental, behavioral, or sensory issues.

The Child Development Play Specialist will play a vital role - in building meaningful relationships with children and families, helping support children's interests and developmental needs as they grow from infancy into elementary school years, supporting parents/caregivers through their parenting journey, guiding caregivers' selections of play materials to support children's specific developmental needs, and facilitating educational play-based learning programs for families with children with disabilities including individual family appointments as needed.

**RESPONSIBILITIES:**

**CUSTOMER SERVICE/RELATIONSHIP BUILDING**

- Greet each child/adult with warm, inviting welcome at the Toy Library and in community settings.
- Get to know each child/ adult through intake and satisfaction surveys, conversations and play interactions.
- Assist children/caregivers and providers to select appropriate toys to play with at the Toy Library &/or to borrow.
- Observe children's play and interactions with other children, caregivers, and other adults.
- Interact and play with children/families.
- Ensure early childhood quality standards per National Association for the Education of Young Children (NAEYC) are consistently practiced in the Toy Library and Outdoor Play Oasis environments, toy collection inventory, programming and communications with children and adults.

**COLLECTION DEVELOPMENT**

- Assess toy collection needs to support specific children's needs and generate a wish list for funding.
- Make adaptations to toys as needed and recommend adaptations of toys for CCTL's Toy Doctor to address.
- Assist with developmental toy descriptions for the online toy inventory catalog.
- Assist with development of reference resource materials e.g. Ways to Play cards, play demonstration videos.

**COMMUNITY OUTREACH**

- Build collaborations with local organizations/providers to expand access & utilization of Toy Library including:
  - Early Intervention providers, Autism/IDD Service Providers, Foster care family partnerships
  - Schools, Libraries, Health Ministries (Immigrant/Refugee Families), CFCEs (Upper Cape-Outer Cape)
- Increase access to the Toy Library developmental play resource materials.
  - Coordinate scheduling for EI service providers and families connected to EI services for time at Toy Library.
  - Assist with soliciting sponsorship \$'s for Play Passport Subscriptions for providers and families.
  - Set up sponsored subscriptions to enable providers/families to borrow play materials/toys including: EI providers/therapists, autism service providers & families via EI therapists, autism providers and referred families.
- Develop and facilitate collaborative programs for families with children with learning disabilities and intellectual disabilities at the Toy Library and/or Outdoor Play Oasis.
- Develop and facilitate collaborative professional development and caregiver educational training.

**INDIVIDUAL SUPPORT**

- Individualize the Toy Library play-learning experience for children and families.
  - Screen for developmental milestones/delays as appropriate
  - Accommodate individual needs during play at the Toy Library and for selection of toys to borrow.
  - Play with children and scaffold the play experience for individual children.
- Model equitable framework, cultural responsiveness, and emotional responsive language for each child/adult.
- Gift donated available toys to providers and families where needed (shelters, immigrant apartments, etc).

## OTHER

- Assist Toy Librarian and Executive Director as needed.
- Assist with CCTL programs, events, and special projects.
- Assist with marketing/development activities i.e. promoting CCTL, talking with funders, writing thank yous as needed.
- Attend Board and staff meetings, training and community meetings as needed.
- Develop forms, as needed; ensure key records are maintained and copies are forwarded as appropriate.
- Compile statistical and anecdotal information, as well as photos/videos for monthly/annual reports and marketing/fundraising purposes.
- Present information about the Toy Library and the critical importance of play for healthy child development to CCTL Board, funders, legislators, media, community leaders, school administrators, educators, local groups, etc.
- Attend relevant library and community meetings including children's services and programming, early childhood issues, and family literacy.

## SPECIAL SKILLS:

- Friendly, professional, and considerate of each individual child/adult at the Toy Library and in the community.
- Leadership experience in community outreach and developing collaborative programming.
- Passionate about providing access to high-quality developmental play resources and support to all children/families.
- Demonstrated commitment to early childhood developmentally appropriate standards/best practices.
- Expert knowledge of child development stages and developmentally appropriate toys and books.
- Expertise in child-directed play and developmentally appropriate, play-based learning.
- Expertise in use of 'emotionally responsive language' with children and adults.
- Extensive experience working with children (infants-primary school age) including those with learning and intellectual disabilities.
- Excellent observation and analytical skills of children's play and their interactions with others.
- Expertise in 1:1 interactive play with children including scaffolding the child's play experience.
- Strong ability to make positive, engaging connections with children as well as adults.
- Genuine interest in children/families of all ages, ethnicities, gender identities, socio-economic circumstances.
- Works well with people of different cultural and socio-economic backgrounds i.e. non-English speaking.
- Works effectively as a team player and works efficiently independently.
- Excellent interpersonal skills.
- Strong written and verbal communication skills i.e. articulating the critical role of play in child development.
- Excellent listener of children and adults.
- Comfortable presenting/speaking i.e. talking with media and being recorded/photographed by media.
- Ability to effectively use computers and software required.
- Strong organization skills including good use of time, space, and resources.
- Comfortable with active work environment that changes with multiple tasks and situations.
- Ability to evaluate current needs, determine priorities, outline goals with a positive, focused future vision.
- Neat, clean, professional appearance.
- Ability to push and lift heavy toys and equipment.

## MINIMUM QUALIFICATIONS:

- Master's Degree in Education, Child Development, Early Intervention, Occupational Therapy, Social Work.
- 10+ years relevant experience including 5+ years' experience in the Cape Cod community and has trauma-informed training and cross-cultural proficiencies.
- Must be able to work Fridays and Saturdays as well as occasional evenings and weekday hours.
- Must have reliable personal transportation and work permit or documents that allow work in the US.
- Proficient in Microsoft Office software (Word/Pages, Excel/Numbers, PowerPoint/Keynote)

## PREFERRED QUALIFICATIONS:

- Master's Degree & State of Massachusetts licensed LCSW, LICSW, LMHC who has specialized training and experience addressing the needs of disabled, delayed/affected, medically compromised children and families.
- 25+ years relevant experience including 10+ years' experience in the Cape Cod community.
- Proficient English as well as Portuguese &/or Spanish speaking and writing skills.
- Experience working with diverse populations of children and families.

**POSITION:** Year-round, part-time 15 hours (Friday & Saturdays with occasional evenings and weekday hours.)  
Reports to Executive Director.

**TO APPLY:** Submit cover letter of interest and qualifications and resume to Deb Willsea [debw@capecodtoylibrary.org](mailto:debw@capecodtoylibrary.org)