

CENTRE JOB DESCRIPTIONS

ESSENTIAL ROLES:

The following roles are considered to be essential to the smooth functioning of your Centre. If there are roles in this list that are not filled, then the Centre should review the job description and establish how the duties outlined will be covered. It is recommended that an SGM is held to appoint people into any of these positions, if they are not filled at the AGM.

1. [Coordinator](#)
2. [Treasurer](#)
3. [Secretary](#)
4. [Education](#)
5. [Planning & Evaluation](#)
6. [Enrolments](#)
7. [Property](#)
8. [Health & Safety](#)
9. [Equipment](#)
10. [Housekeeping](#)

WHĀNAU REP/ RŌPU

Unlike other roles, the whānau rep is not elected at the AGM or voted upon by all members. Instead whānau Māori within the Centre can form a rōpu (group) and/or select a representative who will liaise with the rest of the Centre. This position can then be announced or presented at the AGM or Centre Business Meeting.

11. [Whānau Representative](#)

ENHANCEMENT ROLES:

The following job descriptions can enhance the functioning of your Centre. However, many of the functions of these roles can be delegated out as tasks throughout the year. It is vital that members are not elected into these roles if your essential roles have not been filled. Please note that this is not an exhaustive list of roles that can enhance the functioning of your Centre. These roles are able to be appointed at any Centre Business Meeting, if they are not filled at the AGM.

12. [Art & Displays](#)
13. [Bicultural](#)
14. [Grants & Fundraising](#)
15. [Librarian](#)
16. [Promotions \(External\)](#)
17. [Promotions \(Internal\)](#)
18. [Welcoming](#)

COORDINATOR

Due to the nature of this role the person/s who chooses to be the Centre Coordinator must be seen to actively role model Playcentre Philosophy i.e. have at least Course 2, working on Course 3, and attend sessions and meetings regularly, etc.

1. Encourage positive relationships between members, by fostering open communication and a sense of belonging. This ensures everyone feels involved, and is able to take part in the Centre and Cluster activities.
2. Foster emergent leadership through use of delegation, encouragement, and support.
3. Maintain an overview of the Centre's functioning and the workload/tasks of other office holders.
4. Support office holders and ensure they are aware of their duties, who the relevant support person is, and how to contact them.
5. Encourage and support other centre officers to attend any training days provided for them, or to seek help with their roles when required.
6. Ensure Centre meetings are held, including the Annual General Meeting (AGM).
7. Either chair meetings, or make sure that there is a suitable chairperson, and ensure that quorum is met.
8. Liaise with the Secretary to ensure the agenda is prepared and circulated at least one week prior to each meeting.
9. Ensure that the Centre is represented at Cluster meetings. Delegates to the meeting should ensure that any relevant information is passed on to the appropriate office holders promptly.
10. Ensure that the Centre Operations Manual is maintained/updated – check termly and update the following as required:
 - a. Centre's three-year strategic plan (review annually).
 - b. Current Centre annual plan which includes important dates and tasks for the year.
 - c. Policies from the umbrella organisation.
 - d. Centre specific policies (reviewed regularly as per annual plan).
 - e. Current Centre Education Review Office (ERO) report.
11. Have a working knowledge of the Centre's policies.
12. Be a signatory/online banking administrator for the Centre bank accounts. Responsibility includes understanding what payments are being authorised, requesting to see invoices when necessary, and being aware of the Centre's financial policies and procedures.
13. Liaise with the wider Playcentre organisation (employees, other Centres, Cluster, National) as required.
14. Present a report to each Centre Business Meeting, and an annual report to the AGM.
15. Attend training days/professional development pertaining to the role at least once per year, or as required.

TREASURER

This is an essential role, and the position should be filled to adequately run a Centre. The person who chooses this role requires a good understanding of financial matters such as record keeping, budget management and reporting.

1. Keep full and accurate records of all financial transactions made on behalf of the Centre.
2. Have a working knowledge of the Centre's financial policies and procedures.
3. Ensure payment of all approved invoices on time.
4. Be a signatory and online banking administrator for the Centre bank accounts.
5. Monitor and remind/invoice member fees.
6. Reconcile the bank statement(s) and prepare monthly financial statements. The financial statements should include a monthly Profit and Loss Statement with three month and year-to-date comparisons, and a Balance Sheet. The financial statements should be sent to the Centre Secretary at least a week prior to each Centre Business Meeting for circulation with the agenda, and formally approved at the meeting.
7. Review the budget regularly, reporting actuals against budget at a Centre Business Meeting at least once per term.
8. Ensure that if the Centre is registered for GST, the returns are completed and filed on time. Note: if a Centre's gross annual income exceeds \$60,000 (excl. GST), then the Centre must register with the IRD.
9. Arrange a Centre Budget Meeting, in liaison with Centre Coordinator, before the end of the financial year. Note: it is the whole Centre's responsibility to set the budget. Once finalised, the budget shall be formally approved at the Centre AGM.
10. Contact the Centre's Auditor and arrange for the accounts to be audited (it is advisable to make contact by July). Note: Auditors are approved at the previous AGM, any change of Auditor should be agreed to at a Centre Business Meeting.
11. Have the audited accounts available at the Centre AGM, and present a brief summary of the Annual Profit and Loss, Balance Sheet, and Auditor's opinion.
12. File the Annual Return with the Charities Services within six months of the Centre's balance date.
13. Ensure financial records are archived and kept for seven years. After seven years records can be destroyed appropriately.
14. Arrange the addition and removal of signatories and online banking administrators after the Centre AGM, or when necessary.
15. Present a report to each Centre Business Meeting, and an annual report to the AGM.
16. Attend training days/professional development pertaining to the role at least once per year, or as required.

Note: If the person completing this role changes at any time throughout the financial year, the appropriate support person should be contacted to organise a review of the Centre's accounts.

SECRETARY

This is an essential role, and the position should be filled to adequately run a Centre. The person who chooses this role requires communication, organisation and time management skills.

1. Clear the Centre mailbox and email account (centre@playcentre.org.nz) regularly and distribute mail/emails appropriately.
2. Record any significant correspondence received, and report to the Centre Business Meetings.
3. Ensure the lines of communication within the Centre, and between the Centre and Playcentre personnel, are kept open. Information should be shared quickly with the appropriate office holders.
4. Read and distribute minutes from Cluster and National meetings.
5. Be a signatory/online banking administrator for the Centre bank accounts. Responsibility includes understanding what payments are being authorised, requesting to see invoices when necessary, and being aware of the Centre's financial policies and procedures.
6. Ensure Centre Business Meetings, Annual General Meeting (AGM), and any necessary Special General Meetings (SGM) are well notified, liaising with the Centre Coordinator to prepare the agenda. The agenda should be circulated to all members at least one week prior to the meeting.
7. Collect apologies and office holder reports before all meetings, and include in the minutes.
8. Ensure minutes are taken at all meetings. A replacement minute taker should be arranged if unavailable. Exact wording must be taken of any resolutions passed.
9. Circulate minutes to all members no more than one week after each meeting.
10. Maintain a folder (electronic preferred) with all Centre meeting minutes. These should be archived after one year, but kept for seven years. AGM minutes and historical records should be kept forever.
11. Have a working knowledge of the Centre's policies.
12. Present a report to each Centre Business Meeting, and an annual report to the AGM.
13. Attend training days/professional development pertaining to the role at least once per year, or as required.

EDUCATION

This vital role exists to support and encourage training in the centre. Due to the nature of this role this person must be seen to actively role model Playcentre Philosophy i.e. have at least Course 2, working on Course 3, and attend sessions and meetings regularly, etc.

1. Liaise with the whole Centre to motivate and encourage adults to begin training and to reach their own and the Centre's training goals.
2. Ensure all members have completed Course 1 by the end of their first full term of enrolment.
3. Give course enrolment forms to students, complete the identification requirements, and send to the Education Administrator. Be aware of the 'Recognition of Prior Learning' process.
4. Liaise with Health & Safety Officer to ensure that first aid levels are adequate.
5. Keep adults fully informed of the training programme and any upcoming workshops.
6. Liaise with Enrolments Officer to ensure minimum requirements for licensing are met on all sessions.
7. Ensure Centre is aware of individual session training needs to maintain requirements.
8. Present Course certificates to Centre members and celebrate student's achievements as appropriate.
9. Liaise with the Planning & Evaluation Officer to manage the Education portion of the budget, and follow Centre policies in regard to expenses.
10. Consult with the Centre Treasurer and Planning & Evaluation Officer, and review previous expenditure, to provide a budget for education for the Centre prior to the Budget Meeting.
11. Present a report to each Centre Business Meeting, and an annual report to the AGM.
12. Attend training days/professional development pertaining to the role at least once per year, or as required.

PLANNING & EVALUATION

This role exists to encourage and support the use of observations and planning for children's learning within the centre. Due to the nature of this role this person must be seen to actively role model Playcentre Philosophy i.e. have at least Course 2, working on Course 3, and attend sessions and meetings regularly, etc.

1. Be familiar with Te Whāriki, and current observation and assessment practices.
3. Ensure that each child enrolled at the Centre has a portfolio, and that their attending adult has some understanding about these and their purpose.
4. Ensure there are always adequate copies of session evaluation forms, observation sheets and any other templates for adults to use.
4. Encourage and support all adults to document observations for their own and other children in the Centre regularly.
5. Encourage the Centre to regularly review session evaluation styles to ensure they are effective, useful, and invite adult and child participation.
7. Encourage adults to take photos of activities and trips at Centre, and use that information to document the learning for children.
8. Organise a termly meeting to plan for children's learning.
9. Remind adults to ensure portfolios of all currently enrolled children are at the Centre.
11. Ensure all children who leave the Centre receive their portfolio to take with them.
13. Liaise with the Education Officer to manage the Education portion of the budget, and follow Centre policies regarding expenses.
12. Consult with the Centre Treasurer and Education Officer, and review previous expenditure, to provide a budget for education for the Centre prior to the Budget Meeting.
13. Present a report to each Centre Business Meeting, and an annual report to the AGM.
14. Attend training days/professional development pertaining to the role at least once per year, or as required.

ENROLMENTS

This role requires organisation, record keeping, and confidentiality. It would be beneficial to attend at least two sessions per week, and know the majority of Centre members.

1. Be the Privacy Officer for the Centre, being aware of the Centre Privacy Policy and Privacy Act 1993.
2. Maintain an enrolment pack and guide new members through the enrolment process. If unavailable, a nominated person on all sessions should be allocated this task. A copy of the child's birth certificate must be taken and attached to their enrolment form.
3. Receive all enrolment forms, and ensure they are completed correctly, including 20H attestation. These should be accurate, reflect each child's actual attendance, and stored appropriately as per the Privacy Act.
4. Ensure the confirmation of days form (E3) is completed for every child every time their enrolment changes, and at least twice per annum regardless of change of enrolment.
5. Ensure members are asked to complete a 20H attestation form when a child turns three years old. Note: there is no requirement to use the '20 free hours' at Playcentre.
6. Contact members if a child's attendance is irregular. Be familiar with three-week continuous absence and frequent absence rules.
7. Ensure sign in sheets are kept up-to-date, completed correctly, and filed appropriately.
8. Liaise with relevant Playcentre personnel to ensure child details and attendance records are entered into the Juniorlogs system. The RS7 should be filed in February, June and October, and the ECE Census annually in July.
9. Keep the immunisation register up-to-date, transferring details from enrolment forms to the master list when they are received, and when immunisations are updated. This information should be stored appropriately as per the Privacy Act.
10. Keep a contact list, ensuring all members are aware that names, phone numbers and emails addresses are for Playcentre use only.
11. Keep a list of who attends each session, when babies are due, and maintain the waiting list, if necessary.
12. Present a report to each Centre Business Meeting, and an annual report to the AGM. Reports should include current roll numbers for each session, total number of families, and welcome any new members, or babies born to current members.
13. Attend training days/professional development pertaining to the role at least once per year, or as required.

PROPERTY

This is a coordination role that would suit someone who enjoys working on projects. Good communication, organisation and time management skills would be beneficial to the role.

1. Work with the Centre to ensure that Centre property is well maintained, safe, and conforms to the minimum standards set out in the current Early Childhood Regulations.
2. Work with the Centre to prepare, as part of the Centre strategic and annual plans, a schedule for upcoming property projects and major maintenance.
3. Liaise with tradespeople/contractors on behalf of the Centre regarding any property projects/maintenance.
4. Keep records of all maintenance and improvements to the Centre (electronic preferred).
5. Organise working bees to keep up with minor maintenance in the Centre.
6. Liaise with Playcentre personnel on all property projects.
7. Ensure the Building Log Book is completed as required.
8. Consult with the Centre Treasurer, and review previous expenditure/upcoming projects, to provide a budget for property/maintenance for the Centre prior to the Budget Meeting.
9. Liaise with Equipment and Health & Safety Officers in areas where duties and responsibilities overlap.
10. Present a report to each Centre Business Meeting, and an annual report to the AGM.
11. Attend training days/professional development pertaining to the role at least once per year, or as required.

HEALTH & SAFETY

Health & Safety is the responsibility of every member of the Centre. Where possible this position should coordinate a team to take responsibility for the Centre's Health & Safety requirements. Good communication, organisation and time management skills would be beneficial to the role.

1. Become familiar with the Centre's emergency and health & safety policies and procedures (located in the Operations Manual).
2. Liaise with Education Officer to ensure that first aid levels are adequate.
3. Encourage parents/caregivers to record and display any allergy, or other relevant medical information, preferably in or near the kitchen.
4. Be the advisor of notifiable disease outbreaks:
 - a. Inform the Centre as soon as practicable.
 - b. Liaise with the enrolments officer to ensure any unimmunised children are kept away from the Centre until it is safe to return.
 - c. Follow the advice/procedures for specific illnesses laid out in Nga Kupu Oranga: Healthy Messages (located in Operations Manual or <http://www.health.govt.nz/publication/nga-kupu-oranga-healthy-messages-health-and-safety-resource-early-childhood-services>).
 - d. Liaise with any Ministry of Health and Regional Public Health Personnel as required.
5. Ensure that Centre members are aware of, and are updating the following documents, as per the relevant policies:
 - a. Food preparation register
 - b. Sleeping children register
 - c. Accident register
 - d. Medicine administration register
 - e. Hazard identification chart
6. Review accident register regularly and report any patterns of serious injury to Centre Business Meeting.
7. Review hazard identification chart regularly:
 - a. Report any new hazards to Centre Business Meeting.
 - b. Liaise with Centre to minimise/eliminate/isolate any hazards.
8. Ensure the contents of the Centre first aid kit and travel first aid kit are checked and replenished at least termly.
9. Maintain the Centre Civil Defence kit:
 - a. Kit is kept in an accessible location.
 - b. Ensure kit is checked every 6 months.
 - c. New supplies are ordered/purchased as necessary.
10. Ensure relevant drills, as per the Emergencies Policy, are carried out and documented accordingly.
11. Ensure all required signage and procedures are displayed at the Centre.
12. Ensure all Centre smoke alarms as tested as required.
13. Consult with the Centre Treasurer, and review previous expenditure, to provide a budget for health & safety for the Centre prior to the Budget Meeting.
14. Liaise with Equipment and Property Officers in areas where duties and responsibilities overlap.
15. Present a report to each Centre Business Meeting, and an annual report to the AGM.
16. Attend training days/professional development pertaining to the role at least once per year, or as required.

EQUIPMENT

Where possible this role can convene a team of people to take responsibility for the Centre's equipment and consumable resources used for play.

1. Ensure that the Centre maintains its basic equipment up to the required standard, as set out in the most current 'Equipment for Playcentres' book. This must be done before any additional purchasing is considered.
2. Maintain an adequate level of consumable resources are available (e.g. paint, glue, paper, etc.).
3. Carry out regular checks to ensure all equipment is kept in a usable and safe condition.
4. Ensure that each term a thorough clean of all equipment areas is completed.
5. Encourage self-reviews of areas of play to ensure equipment is meeting the Centre's needs.
6. Ensure new equipment purchased is strong, safe, and wherever possible, environmentally friendly. Consider Playcentre philosophy and cultural diversity when sourcing new equipment.
7. Work within the Centre's approved equipment budget, and ensure that the Centre's purchasing procedures are followed. Note: any items not on standing order need prior approval at a Centre Business Meeting.
8. Consult with the Centre Treasurer, and review previous expenditure, to provide a budget for consumable equipment for the Centre prior to the Budget Meeting.
9. Work with the Centre to prepare a budget for new equipment purchases/maintenance prior to the Budget Meeting. High cost items/projects may need to be included in the Centre's strategic plan and/or annual plan.
10. Liaise with Housekeeping and Property officers in areas where duties and responsibilities overlap.
11. Present a report to each Centre Business Meeting, and an annual report to the AGM.
12. Attend training days/professional development pertaining to the role at least once per year, or as required.

HOUSEKEEPING

This role requires excellent budgeting and organisation skills and is essential to the smooth functioning of the Centre.

1. Check regularly that the Centre is well-stocked with supplies of all household and cleaning equipment/consumables.
2. Oversee the Centre's system for making purchase requests (e.g. shopping lists, stock lists).
13. Work within the Centre's approved housekeeping budget, and ensure that the Centre's purchasing procedures are followed. Note: any items not on standing order need prior approval at a Centre Business Meeting.
3. Consult with the Centre Treasurer if expenses increase due to increased membership, or additional items being requested. Discuss the housekeeping budget Centre Business Meetings if necessary.
4. Consult with the Centre Treasurer, and review previous expenditure, to provide a budget for housekeeping for the Centre prior to the Budget Meeting.
5. Liaise with Equipment officer in areas where duties and responsibilities overlap.
6. Present a report to each Centre Business Meeting, and an annual report to the AGM.
7. Attend training days/professional development pertaining to the role at least once per year, or as required.

WHĀNAU REPRESENTATIVE

The person who holds this role will be of Māori descent, and shall be appointed by the whānau Māori within the Centre. They should be committed to Playcentre philosophy, and be friendly and approachable. They should also have knowledge of Playcentre's commitment to Te Tiriti o Waitangi and be willing to learn about biculturalism, consultation and partnership.

1. Ensure that Māori members have access to any information that is addressed to Māori in the Centre (e.g. notices, correspondence, etc.).
2. Coordinate meetings, when required, for Māori in the Centre.
3. Be aware of and oversee the Māori Initiative Fund (MIF), as per the Māori Initiative Fund Policy. Liaise with the Centre Treasurer as required.
4. If there is no Māori Rōpu in the Centre, ensure that appropriate steps are taken to communicate a Māori member's desire to utilise the Centre MIF i.e. ensuring that the expenditure is okay with other Māori members. Refer to MIF policy.
5. Ensure that expenditure of the Centre MIF is reported on at a Centre Business Meeting.
6. Communicate with Māori in the centre regarding issues affecting Māori at Centre and National level.
7. Liaise with the Centre to give any feedback regarding issues affecting Māori at Centre level.
8. Liaise with the Rōpu to give any feedback regarding issues affecting Māori at National level.
9. Liaise with the Bicultural Officer regarding the promotion of Te Reo Māori, tikanga Māori and Māori initiatives in centres and, if necessary, seek feedback from Māori members in the Centre. Note: any actions/initiatives to promote Te Reo Māori or tikanga are not the sole responsibility of the whānau or bicultural reps.
10. Liaise with Māori whānau and Centre Treasurer, and review previous expenditure, to provide a budget for the Māori Initiative Fund prior to the Budget Meeting.
11. Present a report to each Centre Business Meeting, and an annual report to the AGM.
12. Attend training days/professional development pertaining to the role at least once per year, or as required.

The following job descriptions can enhance the functioning of your Centre. However, many of the functions of these roles can be delegated out as tasks throughout the year. It is vital that members are not elected into these roles if your essential roles have not been filled. Please note that this is not an exhaustive list of roles that can enhance the functioning of your Centre.

Art & Displays

1. Actively promote respect for all children's creations on session.
 2. Ask permission of both the child, and their parent before displaying their art.
 3. Refresh and update displays as required. Ensure that current children's art is displayed.
 4. Ensure Te Ao Māori and other cultures are reflected and represented in the Centre's displays.
 5. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.
-

Bicultural

1. Have knowledge of Playcentre's commitment to Te Tiriti o Waitangi and be willing to learn about biculturalism, and partnership.
 2. Working in consultation with Māori whānau to promote:
 - a. The use of Te Reo Māori.
 - b. Awareness of tikanga.
 - c. Celebration and awareness of Te Ao Māori.
 3. Work with the Centre to ensure that Te Ao Māori is visible in the Centre's environment (e.g. displays, books, equipment).
 4. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.
-

Grants & Fundraising

1. Be familiar with, and work within, Centre financial policies and procedures.
 2. Raise awareness of possible fundraising and funding opportunities available.
 3. Liaise with Equipment and Property Officers to ensure appropriate quotes are obtained on time.
 4. Ensure grant intentions are minuted accurately at Centre Business Meetings.
 5. Complete any accountability reports required by funders.
 6. Keep records of all grant applications and related correspondence.
 7. Ensure upcoming grants for projects are included in the Annual Plan.
 8. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.
-

Librarian

1. Maintain the Centre library with appropriate books for both adults and children, and keep an up-to-date inventory.
2. Liaise with the Education Officer to ensure recommended reading for adult education is available.
3. Display books in an accessible and inviting manner.
4. Encourage the purchase of books that reflects diversity.
5. Repair or replace damaged books.
6. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.

Promotions (External)

1. Bring Playcentre to the community's attention in a positive way.
2. Liaise with local organisations to ensure they have information about your Centre available (e.g. Plunket, Library, Community Houses, Parent Centre, etc.).
3. Liaise with Playcentre personnel before speaking to any media outlet.
4. Coordinate the Centre's involvement in the annual Playcentre Awareness Week (PAW).
5. Encourage members to submit to the Playcentre Journal.
6. Ensure the Centre's information on the national website is up to date (www.playcentre.org.nz).
7. Oversee the use of any Centre social media platforms.
8. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.
9. Be aware of the Playcentre branding guidelines, ensuring these are being used correctly.

Promotions (Internal)

1. Coordinate social events for the families/adults of the Centre.
2. Promote internal communications (e.g. newsletters, internal Facebook groups, etc.).
3. Encourage the celebration of achievements and milestones of your members (e.g. birthdays, new babies, cultural celebrations, etc.).
4. Be aware of the Playcentre branding guidelines, ensuring these are being used correctly.
5. Encourage members to submit to the Playcentre Journal.
6. Report to Centre Business Meetings as required, and prepare an annual report for the AGM.

Welcoming

1. Maintain welcome packs, and promote good welcoming practices across all sessions.
2. Ensure all visiting families attend their three free visits, and receive adequate information, prior to enrolment.
3. Follow up with visitors that do not return to ascertain whether they wish to visit again, or are willing to give any feedback on their visit. Be respectful of their decisions.
4. Once a member has enrolled ensure they receive ongoing support from a member that attends their session(s).
5. Liaise with Education Officer to ensure new members begin Course 1.