



Program Coordinator

Residential Care Partners

Job Description

Worldwide Orphans Foundation is an international NGO with the mission to transform the lives of orphans and vulnerable children and help them to become productive members of their own communities and the world. In Bulgaria, the organization is registered as Worldwide Foundation for Children at Risk. The organization works in residential care homes and community-based settings to provide Early Intervention programs that foster positive child development outcomes and strengthen caregiver-child relationships through training and education. WWO Element of Play® Projects in Bulgaria include: One-to-One, Toy Library, Music in Motion.

The One-to-One Program is designed for children living in residential care homes. This program creates an individualized relationship between a trusting adult from the local community and a child in residential care, with the goal of supporting the child's development through a healthy attachment relationship.

The WWO Toy Library is a resource for both children living in residential care and children living with families in the community. A WWO Toy Library allows children to become active participants in their own environments and engage safely in their own natural desire for play. The libraries also serve as a resource for parents/ caregivers to receive child development information and actively participate in their child's developmental growth.

The Music in Motion program is a resource kit that allows for infants to preschool age children and caregivers to enjoy a playful and dynamic group experience through music and creative movement.

Worldwide Foundation for Children at Risk in Bulgaria is seeking a Full-Time Program Coordinator based in Sofia responsible for working with the residential care partners of the organization in Bulgaria. This position reports to the Program Manager in Sofia with some telephone contact with Headquarter staff in the United States.

Responsibilities include:

- Work towards implementing the WWO Bulgaria Strategic Plan.
- Work towards gradual transition from institutional care partnerships to community-based partnerships planned for the year.



- Work towards building a WWO network of professionals in all places of operation sharing common understanding of WWO core principles and the importance of play for child development.
- Work towards supporting and building the capacity of the WWO Bulgaria partners.
- Work towards promoting WWO image in Bulgaria in a positive and constructive way.
- Maintain positive working relationships with the WWO partners providing residential care for children – the Baby Homes in Varna, Burgas, Debelets, Pleven; Home for Children aged 3-7 in Pleven; Daycare Centers for Children with Disabilities in Russe.
- Provision of technical support for WWO Element of Play® projects including:
 - Monthly supervision of Toy Librarians
 - Data collection and data management for Toy Library Monitoring and Evaluation systems
 - Writing Toy Library Reports for Program Manager to disseminate at country and head quarter levels
 - Co-leading trainings based on WWO Training curriculum.
 - Monthly site visits and supervision of attachment assistants.
 - Data collection and data management for One-to-One monitoring and evaluation systems
 - Writing One-to-One Program reports for Program Manager to disseminate at country and headquarter levels.
 - Co-lead trainings based on WWO training curriculum
- Other aspects of the job may include:
 - Submission of monthly expense reports
 - Maintain an up-to-date database of program partners, toy inventories for each site, and partner monitoring reports

Qualifications:

- College Degree in social work, psychology, education or other related field
- Proficiency in written and spoken English
- Knowledge and professional experience in Social Services, Early Childhood Development or Education
- Previous experience working for an NGO a plus

Deadline for submitting a professional CV and cover letter: March 6, 2016. Only shortlisted candidates will be contacted for interviews. All personal data will be treated with strictest confidentiality.

Contact details: rossi@wwo.org



Element of Play



Element of Play

Preventing trauma and creating healthy, connected, and vibrant communities

Introduction

In September 2015, WWO launched Element of Play® in Orange, New Jersey. In partnership with the City of Orange and the Orange Board of Education, WWO introduced a community-based Toy Library at the Orange Public Library to provide a play space filled with educational toys and a full range of programs for children and their families.

Element of Play also provides adults with training in early childhood development that instills a better understanding of how children think and feel. This increased knowledge and understanding helps shield children from abuse, neglect, exploitation and trauma. Preventing trauma will add to the long-term physical and behavioral health of children as they grow to become adults – creating healthy, connected and vibrant communities where children can thrive and develop to their full potential.

A holistic approach

WWO's innovative evidence-based programs support the building blocks of community transformation:

- **A** holistic approach to supporting each element of a child's development.
- **B**uilding pathways for positive interaction between adults and children.
- **C**reating healthy, connected, and vibrant communities.

Element of Play's approach to working with children, adults and community actors creates an active network of support in the community. The program reinforces development and psychosocial well-being across the lifecycle: young children access programming that supports positive developmental outcomes and prepares them to enter school ready to learn; school-age



children receive the academic and psychosocial support they need to thrive in school and successfully transition into adulthood; adults of all ages come together to learn about child development, engage in playful activities with children and acquire transferrable skills and experience to support future employability and increase civic engagement. As adults become more knowledgeable and connected, they feel empowered to participate actively in civic structures in the community – such as schools, community boards and local businesses and non-profits. As a result, the community experiences enhanced cohesiveness and socio-economic vitality as people of all ages come together and interact around Element of Play.

Monitoring and evaluation strategies are applied to assess the effectiveness of the program, including regular screenings, assessments and evaluations to document developmental improvement and adult knowledge and competencies. The scientific methods used by WWO to assess program effectiveness provide essential information for program improvement and scalability.

The Program

Element of Play consists of age appropriate play-based programs for young children (early childhood component); school age children (after school component) and adults (adult education component). Working from a strengths-based approach, WWO works with community members to identify needs, adapt the program and collaborate with key actors for sustainability and local relevance.



Element of Play activities take place at the Toy Library, where children and adults come together to participate in the program, and at various community spaces, using a mobile approach. The program includes:

- a) **Toy Library:** a protected space filled with stimulating toys that engage children in creative play and teach them about color, special perception, fine motor coordination and language. Each toy is carefully selected to support the different domains of development and can be used in various ways depending on the age and interests of the child. AGES: 0-7
- b) **Music in Motion:** children use musical instruments and are exposed to different genres of music and childhood songs from different cultures. They learn about beat, rhythm,



tone and creative dance movements. Through music and creative movement, children develop listening skills, vocabulary, gross and fine motor skills, positive social connections with peers and caregivers, imaginative and creative thinking, self-expression and confidence. AGES: 0-18 months; 18-36 months; 3-5 years

- c) **Play the Story:** this creative reading and arts program exposes children to literature and supports language development, pre-literacy, social-emotional and problem-solving skills in a fun and creative way. Children listen to a story and have the opportunity to express their learning through creative movement and arts activities developed around the theme of the book. Each session helps ends with a celebration of the child's contribution to a unique experience. AGES: 3-4 years; 5-7 years
- d) **Imagination/ Improvisation:** children find ways to problem solve and make sense of their reality through creative arts and drama. New technologies/ media are used to develop skills and promote a sense of achievement. AGES: 8-17
- e) **Sport:** School age children come together to play games and organized sport activities to build teamwork, communication and social skills and maintain a healthy lifestyle. AGES: 6-17
- f) **Academic support:** Afterschool homework help and psychosocial support programs for school age children. AGES: 6-17
- g) **Child development screenings:** children accessing Element of Play programming will be provided an opportunity to receive a developmental screening using the Ages and Stages Questionnaire (ASQ3). The ASQ3 will be used to screen children for developmental delays and also help teach parents about early childhood development. Positive screenings will receive a referral for additional assessments to evaluate the need for early intervention services. Follow-up evaluation results will be used to tailor programming to support children's individual needs. AGES: 0-5
- h) **Certified professional development trainings for adults:** curriculum uses play to reinforce the principles of early childhood development and child protection, while also building transferable skills – such as communication, problem solving, leadership, self-management and learning. The trainings support employability not only in education but also in business and other sectors of the economy. Play-based ECD modules will be made available for English language learners using an enhanced ESL curriculum. AGES: Adults of all ages

Pathways to sustainability

The Element of Play site at the Orange Public Library is designed as a center of excellence to build a model of scale and sustainability for programs in the U.S. and overseas. The initial phase of the Orange program has been funded through generous donations from private and corporate donors, including Mattel.



WWO's vision is to expand Element of Play to other cities in the U.S. to support urban development and community revitalization, as well as to rural areas to strengthen communities, build capacity and support social and economic development.

About WWO

Built with the belief that play holds a transformative power for both children and adults, WWO protects and supports children's development and psychosocial well-being through play overseas and in the U.S.