

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer - Playgroup Assistant** |
| **Usual work location:** | Canberra – Gordon Community Centre, Tuggeranong. |
| **Cost Centre:** | 938 |
| **Usual hours of work:** | 3 hours per week – School Terms only  Currently the playgroup runs on Wednesday mornings from 10.30 – 12noon. The volunteer shift is from 10.15am – 12.15pm to assist with set up and clean up |
| **Length of Appointment** | 6 months- possibly longer |
| **Position Objective:** | *To Assist with the operation of a playgroup.*  Playgroups for parents and caregivers aim to increase interaction between the parent and child through developmentally appropriate play. The program is predominately designed for children aged 0-3 years however any children who are not at school age can attend.  The purpose of the position is to assist young and vulnerable parents in joining community based activities and interaction with their children in a non-judgmental and nurturing environment where families are encouraged to network and interact amongst themselves. Assistants are also encouraged to acknowledge the strengths of the family and build confidence of the parent. |
| **Position Responsibilities:** | * Attend an induction training session prior to commencing. * Assist the coordinator in setting up, running and packing away activities. * Communicate in a non-judgmental and nurturing manner with parents and their children. * Using strengths based approach in assisting the parent to engage with their children in the chosen activity. * Provide feedback to the coordinator at the end of each session. * Ensure there is a relaxed, happy atmosphere at each session. * Encourage all children to interact and work cooperatively with others and engage all children in activities. * Encourage parents and caregivers to engage with their children and each other respectfully and cooperatively. * Take time to listen and respond to children and encourage them to develop. * Advise the coordinator of any matter requiring attention such as concerns about a child or equipment needing repaired and replaced * Liaise with the coordinator around additional support that may be required for vulnerable families or families with additional needs * Provide support to the playgroup coordinator to ensure that the playgroup maintains the highest standards. * Maintain a high level of hygiene and safety in the environment and report any incidents/hazards immediately * Uphold the privacy and confidentiality of families and maintain appropriate boundaries |
| **Key behaviors:** | Communication  Communicates clearly and accurately – listens to and understands the views of others.  Initiative  Originates action and actively seeks to contribute rather than passively accepting situations.  Job Motivation  Is a self-starter and self-motivated and maintains a high level of enthusiasm for work responsibilities.  Reliability  Adheres to routine and follows instruction in order to ensure consistency in process and result. |
| **Key skills:** | * Clear, pleasant, relaxed and confident/communication skills * Able to stay focused on the strengths of a relationship between a parent & their child * Able to identify when to escalate an issue to the Coordinator |
| **Key knowledge areas:** | * Basic understanding of child development |
| **Key experience:** | * No previous experience required. * Working with Vulnerable People Card |
| **Reports to:** | Centre Coordinator / Playgroup Coordinator |
| **Direct reports:** | N/A |
| **Key Requirements for this position:** | □ Statutory Declaration  X SafeSelect™  X National Police Checking Service Form  X Working With Vulnerable People Card  X Anglicare Volunteer Application Form  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |