

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer - Playgroup Assistant** |
| **Usual work location:** | Canberra – Gordon Community Centre, Tuggeranong. |
| **Cost Centre:** | 153 |
| **Usual hours of work:** | 2.5 hours per week – School Terms only  Currently the playgroup runs on Wednesday mornings from 10.30 – 12noon. The volunteer shift is from 10.00am – 12.30pm to assist with set up and clean up |
| **Length of Appointment** | 6 months - possibly longer |
| **Position Objective:** | Playgroups for parents and caregivers aim to increase interaction between the parent and child through developmentally appropriate play. The Gordon Community Centre Playgroup is designed for children under school age.  The purpose of the position is to assist 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.  Parents are welcome to volunteer whilst also bringing their children to playgroup, however it’s important the parents are comfortable balancing volunteering activities throughout the session, whilst also supervising their children. It may be more suitable for parents with older children who are a bit more independent. |
| **Position Responsibilities:** | * Attend an induction and training session prior to commencing * Assist in setting up, running and packing away activities * Assist parents with completing registration and sign in paperwork and provide them with information about the service * Assist in preparing and serving food to children * Communicate in a non-judgmental and nurturing manner with parents and their children. * Assist parents to engage with their children and each other respectfully and cooperatively through activities, especially focusing on children’s strengths * 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 * Advise the Coordinator of any matter requiring attention such as concerns about a child or equipment/materials needing repaired and replaced * Liaise with the Coordinator around additional support that may be required for vulnerable families or families with additional needs * Work with the volunteer team to come up with activity ideas for the term * 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 * Ability to interact with individuals from various backgrounds * Able to stay focused on the strengths of a relationship between a parent and their child * Able to prioritise activities or seek clarification when necessary * Able to follow instructions and complete tasks with minimal supervision * 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 Volunteer 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |