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| **Role:** | Family Day Care Playgroup Assistant | |
| **Program:** | Children’s Services | |
| **Location:** | Various | |
| **Reporting Relationship:** | Playgroup/Support Coordinator | |
| ****Position Statement**** | |
| Communities@Work’s Family Day Care (FDC) Playgroups provide an opportunity for children and educators within our FDC scheme to come together and socially enjoy activities that are facilitated by a Playgroup Leader. FDC Playgroups run from various sites both North and South of Canberra  The role of the Volunteer is to interact with Educators and children and support the program. | |
| ****Duties & Responsibilities**** | |

**Position Specific**

* Assist with set-up and pack-down
* Greet members upon arrival
* Engage in conversation and facilitated activities
* Follow the playgroups routines and planned experiences

**Workplace Compliance:**

* Understands and supports the Communities@Work Vision, Mission and Values
* Maintain appropriate professional codes of ethics and work standards
* Comply with Communities@Work services’ policies and procedures
* Work within WHS guidelines and promote safe work practices
* Demonstrate a sound working knowledge of the relevant legislation and regulations
* Is responsive to changes in client needs, manages client expectations and provides a courteous and professional service to clients
* Compliance with Mandatory Reporting requirements

**Team Work:**

* Builds and sustains positive relationships with team members and clients
* Works collaboratively and is an effective team member
* Understands and responds to different communication styles, and treats people with respect and courtesy
* Understands diversity and tries to see different perspectives
* Identifies learning opportunities and understands constructive feedback
* Display excellence in client service.

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| ****Selection Criteria**** |
| **Essential** |
| * Experience in engaging with children and adults * An understanding of child development * Strong communication skills * Maintain current ‘Working with Vulnerable People’ registration * Attendance at a Communities@Work Volunteer Induction * Attendance at other training sessions as required, including Program Area/Role specific orientation training |
| **Desirable** |
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* Current driver’s licence