

## **VOLUNTEER POSITION DESCRIPTION**

### **Jan Wilson Community Centre Playgroup Assistant**

#### **Objective:**

Assist staff to set up and carry out activities with children 0-5. Children will be under the supervision of the Play Group staff and parents.

#### **Tasks:**

Set up the days planned activities and games. Help tidy up at end of days activities.

Provide support to staff during group session.

#### **Skills and other requirements:**

- Excellent communication skills
- Punctuality and reliability
- Sufficient physical fitness to carry out the required tasks
- Ability to work in a noisy, busy environment
- Enjoy working with young children
- Ability and understanding of working in a diverse community is essential
- Clear police check at Council cost
- A working with children check may be required
- Adhere to the Occupational Health and Safety practices

#### **Time Commitment:**

2.5 hours once or twice a week. The program operates on the following days and times:-

Monday 10am – 12pm

Tuesday 10am – 11am

Thursday 10am – 2pm

Friday 11am – 1pm

#### **Location of position:**

Jan Wilson Community Centre, 1 Halton Road, Noble Park North 3174

**Support/training:**

The first line of support for volunteers is the program staff and Centre manager. In addition, volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as manual handling and emergency first aid.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Volunteer Information Kit and Job Description prior to commencement.

A thorough orientation of the service will be provided by Playgroup Staff.

**Other Comments:**

A clear police report is essential (Council will cover cost for this check). In addition you will be required to complete a Working with Children Check. The forms will be supplied by the Volunteer Co-ordinator, however you will need to complete and take to the post office for processing. There is no charge for having this check done but you will need to supply a passport size photo to attach to the paperwork which you will be reimbursed for by the Volunteer Program Co-ordinator.

**Contact Person:**

If you have any further questions, please contact Trish Roche, Co-ordinator, Volunteer Program, on 8571 5335, or email [proche@cgd.vic.gov.au](mailto:proche@cgd.vic.gov.au)

# GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the **future** and **what's possible**?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.



GREATER  
DANDENONG  
*City of Opportunity*