

VOLUNTEER OCCASIONAL CHILDCARE - POSITION DESCRIPTION

Volunteer Position Title:	Occasional Childcare volunteer	Location:	Prahran Place. 40 Grattan Street Prahran VIC 3181
Reports to:	Occasion Childcare Coordinator		

POSITION PURPOSE

A. Purpose Statement

Prahran Place is a Neighbourhood House that provides opportunities for people living in and around Stonnington. We run pre-accredited classes that are a pathway to further study or employment, NDIS friendly activities, My Aged Care group activities for older people, social activities, wellbeing and general interest activities and occasional child care for children aged 6 weeks to 5 years.

Volunteers are valued to our organisation for the generosity of their work in assisting our staff as well as sharing their skills and perspective to improve our services.

B. Duties may include-

- Help with learning or play activities for children
- Help tidy toys and set up activity stations
- Assist at morning and afternoon tea, and lunch time by helping children and babies sit at the table and eat together, then help clean up.
- Engage children in play while maintaining a safe and supportive environment
- Appropriately respond to the needs of children you are caring for
- Be aware of any medical concerns, allergies or special instructions of each child you care for
- Reporting any concerns or disclosures to staff
- Help set up classrooms and spaces for activities and pack down.
- Ensure safety standards are being followed
- Maintaining a respectful, kind and non-judgmental manner when interacting with families

C. Key Selection Criteria

- Must enjoy working with children and have experience caring for children
- Must be able to follow directions and support the early childhood educators
- A calm and pleasant demeanor
- Current CPR and First Aid certificate is an advantage
- Working with Children and Police Check
- 2 reference checks will be completed
- A commitment of 3 hours per week is required.

Benefits:

- The opportunity to directly help and support families and children attending Prahran Place
- The opportunity to build your resume by gaining job related skills and experience
- The opportunity to learn more about community development, and the Neighbourhood House sector
- Meet new people and feel more connected to your community
- Be part of a supportive and positive volunteering environment.