



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Children's Programs Support
<b>PROGRAM</b>	Jindi Family and Community Centre
<b>DIRECTORATE</b>	Community Programs
<b>REPORTS TO</b>	Children's Programs Manager
<b>VOLUNTEER HOURS</b>	Negotiable

### ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence is one of Australia's oldest and most-respected community service organisations. Our mission is to alleviate and prevent poverty through research, service development, delivery and advocacy. We support people experiencing disadvantage at all stages of life, to build a better future for themselves and their families. To achieve this, we focus on providing evidence-based programs and practices that support the economic, social and civic participation of individuals. Our work includes substantial experience in operating integrated child and family services and integrated facilities in Fitzroy, Craigieburn, Epping and Mernda.

Goodstart Early Learning is Australia's largest not-for-profit childcare provider. Our vision is for all Australia's children to have the best possible start in life. Our mission is to provide high- quality, accessible, affordable, community- connected early learning in our center, as we as partner and openly collaborate with the sector to drive change for the benefit of all children. We operate over 645 Long Day Care and kindergarten centers with over 13,000 staff providing services to around 69,000 children from 58,500 families. As a social enterprise, Goodstart re-invests operating surplus into our network, people and purpose. Goodstart was founded on a vision of giving all children the best possible start in life through accessing high quality early learning environments and strong family connections within each center's unique community.

### PROGRAM PURPOSE

The Brotherhood of St Laurence and Goodstart Early Learning have formed a partnership to develop Children and Family Centers across the outer Melbourne, with the first of these, the Jindi Family and Community Centre, opening in January 2015.

The partnership aims to develop new, innovative models to assists children, parents and communities to grow and thrive as they establish their lives in the growth corridors. Bringing together the Brotherhood's experience in family support and economic participation and Goodstart's vast experience in providing high quality early learning and social inclusion programs, the partnership delivers integrated, multi-disciplinary support to children and families at a crucial point in their development.

### ROLE PURPOSE

The Children's Program Support's key role is to assist in attending and supporting playgroups and caring for children when their parents are participating in parenting groups as well as to establish and maintain links with the participants and the team.

## **ROLE TASKS**

- Attend Early Years playgroups with children and families and interact with the children and caregivers
- Care for small numbers of young children whilst their caregivers participate in parenting groups
- Engage children in play and activities as directed
- Support the group facilitator before each session and debrief with them after the session
- Assist with manual handling tasks in setting up and packing up of the toys/activities
- Greet and direct families to play area
- Interact with families during the playgroup session and help in facilitating the session
- Attend / participate or familiarise yourself with any of the training requirements
- Cooperate with internal liaisons to create a positive team environment
- Be punctual and notify the playgroup facilitator if unable to attend your designated shift
- When unsure of what to do in any situation, consult Supervisor
- Perform all functions in accordance with Brotherhood OH&S requirements
- Incidents/injuries/near misses are reported immediately
- The volunteer may be directed to carry out such duties as are within the limits of his/her skill, competence and training
- The Brotherhood is an Equal Employment Opportunity Employer. Therefore, Brotherhood policies and EEO legislation bind all employees and volunteers
- All Brotherhood staff must be committed to an environment free from discrimination and harassment and bullying.

## **WE ARE LOOKING FOR**

We are looking for someone with:

- Experience or ability to participate in a vibrant and busy group setting
- Ability to support children and families from diverse backgrounds from a strengths-based perspective
- Understanding of early childhood development
- Strong interpersonal and communication skills in building positive and trust-based relationships
- Ability to work independently and effectively within a team environment
- Understanding of and sympathy with the values and ideals of the BSL and Goodstart.

## **ORGANISATIONAL RELATIONSHIPS**

Internal Liaisons:                      BSL staff  
External Liaisons:                      Playgroup participants

## **CONDITIONS OF VOLUNTEER INVOLVEMENT**

1. This role requires both police and working with children checks. Your volunteer role will not begin until the necessary checks are complete.
2. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
3. All Brotherhood volunteers must be eligible to volunteer in Australia.

## AGREEMENTS

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence's insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_