



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Early Years Program Assistant
PROGRAM	Early Years Program
DIRECTORATE	Children & Families
REPORTS TO	Early Years Coordinator
VOLUNTEER HOURS	Monday, Wednesday and Thursday mornings

ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

DEPARTMENTAL PURPOSE

The Children's Programs department exists to engage with individual and communities to empower them and build their capacity through providing services, advocacy and community regeneration. The work of the department is structured around the following areas; Children and Families and Young People.

Helping young children to learn is critical to success at school and beyond. Through our programs we encourage and support the crucial role parents play in giving their children the best start in life.

PROGRAM PURPOSE

Our Early Years program assists parents and their young children to learn together through play, and at the same time, assists parents to develop career pathways. Children and parents take part in fun, group play sessions, held twice a week and led by a qualified facilitator. The sessions provide a high-quality early learning curriculum for children, build parents' capacity to be their child's first and most important teacher, and encourage social connections among the families that take part.

ROLE PURPOSE

We are seeking an Early Years Program Assistant to provide support and assistance in the delivery of early childhood programs.

ROLE TASKS

- Ensure families feel welcome and included in the early years setting through being respectful, inclusive and mindful of diverse cultural and family structures
- Assist in the organisation and implementation of a safe, stimulating, positive and enjoyable learning environment for children and families
- Be respectful of the cultural diversity and prepared to volunteer in multicultural environment
- Assist in the provision of a program and environment that promotes the development of self-esteem, security, independence and self-confidence
- Assist in the setting up and packing up of the environment
- Model age appropriate play with children and support parents to participate in the play experiences
- Report any concerns about a child or parent to Program Coordinator
- Communicate with parents in a professional and positive manner
- Assist in maintaining the general tidiness and hygiene of the setting

WE ARE LOOKING FOR

We are looking for someone with:

- Early Childhood tertiary qualification – minimum Certificate III Children’s Services (or working towards this qualification) or other relevant qualification.
- Sound knowledge of early childhood development and learning
- Good interpersonal skills in building positive connections and trusting relationships with children and families from diverse backgrounds.
- Ability to collaborate effectively within a team environment and use initiative.
- Understanding of and empathy with the values and ideals of the Brotherhood.

We are extra keen to involve people who have:

- Working knowledge of national and Victorian Early Years Learning Frameworks.
- Experience in a similar setting working with families from diverse cultural backgrounds and an ability to speak a community language other than English.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: BSL staff and volunteers

External Liaisons: Local early years and family services staff

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: _____