



Volunteer Family Day Care Assistant Program: Family Programs

Volunteer Program Contact:

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Program Supervisors / Contacts:

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Times and Location:

Family Daycare Playgroups run from various sites both North and South of Canberra from 9:30 am – 11:30 am (school term only). Volunteers are required to arrive 30 minutes prior to the group beginning and stay for 15 minutes after it finishes assisting with set up and packing down.

North

Nellie Hall (Chinner Crescent, Melba) is every fortnight (weeks 1,3,5,7,9).

South

Erindale Neighbourhood Centre (Cnr Sternberg Cres and Comrie Street Wanniasa) Tuesdays and Fridays every week.

Chisholm Community Centre (Halley Crescent, Chisholm) on Thursdays every week.

About the Program:

Our Family Day Care (FDC) playgroups provide an opportunity for children and educators within our FDC scheme to come together socially and enjoy activities that are facilitated by a playgroup leader. The group provides a variety of exciting and interactive activities for children from birth to five.

Our Vision

A resilient and socially inclusive community that cares for the well-being of all.

Our Mission

To deliver quality community services of social value and practical benefit.

Our Values

Trust, Integrity & Transparency:

We earn the confidence of the community by instilling these qualities throughout every aspect of Communities@Work.

Respect for All:

We respect everyone we deal with, care about everyone in the community and value difference and diversity.

Flexibility & Responsiveness:

We are adaptive and agile in pursuing the vision of Communities@Work, with a proactive approach to change and progress.

Quality & Innovation:

We are committed to excellent service delivery, underpinned by continuous improvement and innovation.

Affordability & Sustainability:

We ensure our services are relevant and appropriate as we build our capacity for a sustainable future.

The Playgroup gives families the opportunity to engage socially in the community, access information on services and support which are available in the Canberra region, as well as access mobile health outreach.

Duties:

- Assist with setting up before the session and packing up after the session
- Greet members upon arrival
- Engage in conversation

Skills and Experience:

- Ability to engage with children and adults
- Experienced and comfortable with children
- Strong people, communication and listening skills
- Sound understanding of boundaries and confidentiality
- Create small learning environments for children

Qualities:

- Empathetic, caring and unprejudiced
- Enthusiastic
- Confident, friendly and non-judgemental
- A willingness to work under supervision and direction
- Able to interact with Communities@Work's team members and stakeholders in a friendly, helpful and respectful manner
- Willing to accept Communities@Work's core vision, mission and values, and represent the organisation within the framework

Additional Requirements:

- Working with Vulnerable People Registration
- Attendance at a two hour Communities@Work Volunteer Induction
- Attendance at other training sessions as required including Program Area/Role specific orientation and training

Communities@Work has a vision for a resilient and socially inclusive community that cares for the well-being of all.



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