



Volunteer Playgroup Assistant

Program: Family Programs

Volunteer Program Contact:

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Program Supervisors / Contacts:

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Times and Location:

The Paint and Play Playgroup runs every Wednesday from 9.30am – 11.30am in the building which used to be Weston Creek Primary School, off Hilder St. Volunteers are required to arrive 15 minutes prior to the group beginning and stay for 15 minutes after it finishes to assist with setting up and packing up.

About the Program:

Paint and Play is an energetic, educational and social outdoor playgroup. The group provides a variety of exciting and interactive activities for children from birth to five and their mums, dads and carers.

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.

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.

Duties:

- Assist with setting up before the session and packing up after the session
- Greet families when they arrive at the playgroup
- Assist with prams and pushers
- Help to make first timers feel welcome and part of the group
- Engage in conversation with the parents
- Create nametags
- Hang artworks
- Ensure that children are supervised at all times

Skills and Experience:

- Ability to multitask
- Experienced and comfortable with children
- Strong people, communication and listening skills
- Sound understanding of boundaries and confidentiality

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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