

## Volunteer Role Description

**Position title:** Playgroup Volunteer

**Reports to:** Coordinator – Playgroup Programs

**Accountable to:** CEO Playgroup Tasmania

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### Volunteer Role

The role of Playgroup Volunteer is to support children and families in local communities by leading co-leading, or simply helping out a playgroup. Playgroup Volunteers help to provide a warm, inclusive environment to enable connections between families.

The role of a Volunteer is **not** to provide advice or opinions to families; however, Playgroup Volunteers can provide details of relevant professional family support services as required.

Community playgroups are for families and carers with a child or children aged 0 – 5 and expectant parents.

### Our commitment to the safety of children

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically. Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania. Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

Playgroup Tasmania Volunteers are required to commit to the Playgroup Tasmania Child Safety and Wellbeing Statement, Code of Conduct and adhere to all relevant policies.

### Volunteer functions

Requirements of the role may include:

- working closely with Playgroup Tasmania staff and other volunteers (some of whom may attend the playgroup with their own children) to establish and/or grow a Community Playgroup
- opening the venue and setting up/cleaning up the playgroup space and after activities
- creating a welcoming, inclusive, age appropriate and safe environment for babies, children and their caregivers
- engaging with children and adults in the playgroup to encourage connections peer to peer and parent to child

- encouraging playgroup participants to engage in the play experiences, including parent/caregiver participation in play and parent-child interaction
- connecting parents to each other and providing information about relevant programs and services in the community
- role modelling positive adult/child interaction
- supporting administrative tasks (e.g. family sign in, completion of any forms)
- promotion and messaging (e.g. Facebook updates)
- encouraging all participants to support the playgroup tasks, e.g. packing up an activity at the end of a session.

### **Other functions and responsibilities**

Volunteers should have the ability to:

- interact with each participant (babies, children and family members) in a warm and friendly way
- initiate and maintain respectful communication with playgroup participants
- respect each participant's background, abilities and parenting practices
- demonstrate commitment to Child Safety and Wellbeing.

### **Volunteer skills and knowledge**

It would be valuable for volunteers to bring the following skills and attributes to this role:

- Ability to build rapport with children and families
- Knowledge of locally available services that support family wellbeing
- Ability and confidence to recognise when referral to another service might be appropriate
- Values of accountability, respect, teamwork, and reliability
- Ability to relate to and communicate with people of all abilities and from culturally and economically diverse backgrounds
- Sound knowledge of the value of play for babies and children and how parents and caregivers can best support this play
- Ability to remain objective and keep all information concerning participants strictly confidential
- Understanding of strength-based communication
- Capacity to commit to a minimum of 2.5 hours a week for a minimum of 6 months

### **Special conditions**

Working with Vulnerable People Registration is required prior to commencing in the volunteer role. Additionally, some positions may require a satisfactory National Police Check (Playgroup Tasmania will advise if this is a requirement).

Completion of relevant training and/or induction processes as determined by Playgroup Tasmania and discussed at initial interview. For example, Child safety training, workplace induction.

**Interview and referee checks**

Playgroup Tasmania will conduct interviews and referee checks as part of the selection process.

**Physical requirements/work environment**

Ability to undertake all physical requirements involved with the early childhood setting which may include lifting loads, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for extended duration.

**Volunteer acknowledgement – Playgroup Volunteer**

I acknowledge:

- I have received, read and understood the Role Description
- I am required to comply with the terms of the Role Description

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

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