

POSITION DESCRIPTION

POSITION TITLE	Playgroup Assistant
TYPE	Volunteer
POSITION REPORTS TO	Program Coordinator (operational)
DIRECT REPORTS TO THE POSITION	None
LOCATION, DAYS & TIMES	Onsite at 103-105 Kearney Drive, Aspendale Gardens 3195 Tuesdays & Thursdays 9:00-11:30am
DATE REVISED	December 2023

OVERVIEW

Aspendale Gardens Community Service (AGCS) is a busy and dynamic Neighbourhood House that has been operating for over 25 years within the City of Kingston. AGCS is a not-for-profit organisation offering a range of services to our local community including kindergarten, playgroup, programs and activities for adults, youth and children, as well as a range of community events. AGCS is a social house with many lively and active groups who enjoy being part of our extended community family.

ROLE PURPOSE

The Playgroup Assistant is a key member of our professional, efficient and helpful team and will work in close collaboration with the Playgroup Facilitator and Program Coordinator to support AGCS's diverse, innovative and inclusive programs, activities and events. The Playgroup Facilitator will provide daily tasks and the Program Coordinator will be the key contact. The role is to assist with the Playgroup Program for pre-school aged children and their families at AGCS.

DUTIES AND RESPONSIBILITIES

- Assist in setting up area prior to the group
- Welcome families upon arrival
- Participate in group music and play activities
- Communicate with children and adults during the group
- Assist in packing up and cleaning after the group
- Increase parental skills and confidence by the modelling of positive adult child interactions and play based learning

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

Qualifications

- Working with Children's Check (essential)
- National Police Check (essential)
- First Aid including CPR (desirable)

Skills and experience - essential

- Willingness to participate in music and play activities
- Ability to role-model playing at children's level i.e. sitting on the floor
- Understanding of confidentiality expectations in working with families
- Communicate respectfully and effectively with families
- Respond in a timely and appropriate way to group dynamics and individual issues
- Implement effective active listening skills and effective interpersonal communication skills
- A flexible and 'can do' attitude to work
- Carry out other duties that are within the limits of the volunteer's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff (eg Playgroup Facilitator)
- Experience working with families with young children (desirable)

OTHER REQUIREMENTS

- AGCS is committed to Child Safety and has zero tolerance for child abuse. We want all children and young people to be safe, happy and empowered. Any concerns must be reported to a responsible staff member immediately, as per AGCS child safety policy.
- The successful applicant will be required to hold a Working with Children Check and Police Check, and complete regular Child Safety training with a good working knowledge of the Child Safety Standards.
- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the Program Coordinator as soon as possible.
- Due to the resources required for training it is preferable that prospective volunteers commit to AGCS for at least a period of three months or more.
- All position descriptions are open to periodic review by Management in consultation with volunteer staff concerned.

WHY ASPENDALE GARDENS COMMUNITY SERVICE?

When you join the Aspendale Gardens Community Service, we provide excellent opportunities for you to grow and achieve your potential; we look out for your health and wellbeing with our Employee Assistance program, support ongoing professional development and training, and we offer flexible options to allow you to have more time doing the things you enjoy.