

## Volunteer Position Description

Program	Child and Family Services
Volunteer Title	Connections Playgroup Volunteer
Reporting to	Community Development Officer - Child and Family

**Purpose:** The Connections Playgroup currently operates twice a week on a **Tuesday and Friday 10am – 12pm at the Drill Hall**, Cross Street Mosman. The group provides an opportunity for parents/carers and their pre-school children to engage in purposeful activities to encourage connection, skill development and learn more about the community around them. The purpose of the volunteer is to assist parents/carers and children to engage in the activities within playgroup such as reading, movement and music and assisting with the set up and pack down of the program.

### Role Responsibilities

- Assist parents/carers and children to engage in purposeful activities.
- Communicate with parents/carers and children.
- Engage in developmentally appropriate interactions with children.
- Display objectivity and confidentiality in dealing with children and their families.
- Assist in ensuring hygienic environments and practices.
- Report to the supervisor.
- Assist in the set up and pack down of the program.

### Qualifications & Skills

- Knowledge of pre-school child development.
- Clear communication skills.
- Experience of working with parents/carer and pre-school children.
- Reliable and punctual.

### Benefits

- Opportunity to meet new people and develop new skills.
- Opportunity to participate in Volunteer training and workshops.
- Recognition and gratitude for your service.
- Satisfaction of providing a valuable service to the community.

### Background Checks

National Police check/ Working with Children Check/  
Reference check

### Commitment

Minimum 6 months

Comply with Mosman Council WHS Corporate Practice and report any near misses

	Comply with risk management approach and hazard reporting procedure
<b>Scheduling</b>	Tuesday and Fridays – 10am to 12pm during term time
<b>Volunteer Role Location</b>	Drill Hall, Cross Street, Mosman

**Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11)**

As a Volunteer of Mosman Council, you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act).
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers.
- Participate in training.
- Keep the workplace safe, clean and tidy.
- Cooperate with Site Safety Rules.
- Cooperate with safe work method statements, standard operating procedures and controls.
- Report all incidents, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual handling.

**Medical conditions:**

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

**Acknowledgement:**

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer’s Name (printed):.....

Volunteer’s Signature:..... Date:.....

Volunteers Office/  
Program Coordinator:..... Date:.....