

VOLUNTEER POSITION TITLE: Volunteer, Programs
VOLUNTEER HOURS: up to 40hrs/wk
EMPLOYEE GROUP: Volunteer
DEPARTMENT: Community Services
DIVISION: Recreation & Culture
SECTION: Arts/Community Program/Sports
REPORTS TO: Volunteer PMR/Volunteer Coordinator/Program Leader
LOCATIONS: Various locations/facilities/parks as required
DATE REVISED: 2021/04/09

VOLUNTEER REQUIREMENTS

- Must be 14 years of age or older.
- Previous experience working with children is an asset.
- Volunteer offer is conditional upon receipt of a Record of Offences Declaration.
- HIGH FIVE ® Principles of Healthy Child Development is **highly recommended**.
- Further requirements may be expected which are not necessarily listed but are in keeping with the position (eg. Orientation Meeting, Training etc.).

PRIMARY FUNCTION

The successful candidate will support program staff in the operation and delivery of various programs.

POSITION RESPONSIBILITIES

- To support an assigned Program Leader in the supervision of program participants.
- To support objectives, rules and philosophies of the program.
- To support a positive customer experience, referring customer enquiries to the appropriate staff for resolution.
- Inform the Program Leader of anything that would impact the quality and safety of day to day operations of the program such as supplies, facility/equipment safety, participant behaviour etc.
- Support staff by incorporating and modelling the HIGH FIVE® Principles of Healthy Child Development for quality programs.

We thank all who apply, however, only those candidates selected for an interview will be contacted.

We are an Equal Opportunity Employer. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform your recruiter of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

