

VOLUNTEER TITLE: Culture Programs Volunteer (Day Camp or Pre-Registered Programs)

VOLUNTEER HOURS: Up to 40 hours per week

EMPLOYEE GROUP: Volunteer

DEPARTMENT: Community Services

DIVISION: Culture Services

SECTION: Culture Programs

REPORTS TO: Culture Programs Supervisor, Culture Programmer, Culture Instructor/Leader

LOCATIONS: various City facilities as required

DATE REVISED: 2021/01/15

VOLUNTEER REQUIREMENTS

- Must be 14 years of age or older.
- Experience working with children is an asset.
- Experience with literary, digital, visual, or performing arts mediums is an asset and in some instances, required.
- Volunteer offer is conditional upon receipt of a Record of Offences Declaration.
- HIGH FIVE ® Principles of Healthy Child Development is **highly recommended**.
- Attendance at a training session and/or meetings is mandatory.

PRIMARY FUNCTION

Under the direct supervision of a Culture Instructor/Leader, the successful candidate will assist in the operation and delivery of a comprehensive programming experience as developed by the Culture Programs Division to meet the needs of participants and to ensure adequate safety while facilitating activities.

POSITION RESPONSIBILITIES

- To work directly with an assigned Program Instructor/ Leader and aid them with the supervision of program participants.
- To work directly with an assigned Program Instructor/ Leader and aid them with the implementation of program activities.
- To support objectives and philosophies of the program as established by the Culture Programs Division through quality instruction and excellent customer and staff relations.
- To aid Program Instructor/ Leader in supervision of participants at all times and providing a safe and enjoyable experience for all participants by adhering

to department safety standards and assisting with emergency procedures as required.

- To provide quality customer service when required and act as a knowledgeable resource to parents and participants.
- To effectively and in a timely manner inform your direct supervisor with regards to all aspects related to facility/equipment safety, participant behavior, supplies or anything that would impact the quality and safe delivery of day to day operations of the program.
- Incorporate and model the HIGH FIVE® Principles of Healthy Child Development in program delivery where appropriate.

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

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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 City Human Resources staff 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*.

