

VOLUNTEER ROLE STATEMENT



PLAYGROUP VOLUNTEER

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

The position is:

Position Title	Playgroup Volunteer		
Department & Section	Community Development – Community Centre		
Team	Lefevre Community Centre		
Reporting to	Community Development Officer		
		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>



VOLUNTEER ROLE STATEMENT

How does this position contribute to our community?

- To act as a link between Council and the community
- To provide connections between caregivers and children in a safe, secure and positive environment

What does the position do?

- Assist with the set up and pack up of all the playgroup equipment for each session
- Assist with organising activities
- Participating in craft activities with the children each session
- Interact with the children and their caregivers, talking to them and making everyone feel welcome and included during the sessions
- Assist with setting up for story/song time each week by placing chairs out for the caregivers

What outcomes does the position deliver?

- Children and caregivers gain social connections
- Children and caregivers have fun and learn in a safe and secure environment
- Appropriate information management practices are implemented
- A child safe environment is maintained and promoted
- Other reasonable duties as required are undertaken

The behaviours we expect the position to contribute to our workplace are:

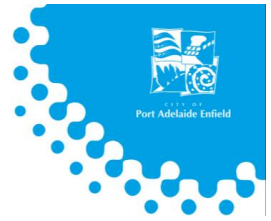
- Effective communications and share information sharing
- Good problem solving and decision making
- Enthusiasm and optimism to complete tasks
- A passion for personal development and improvement
- Innovative thinking and a courage to try new ideas
- Adaptability to new ideas and concepts
- Interpersonal skills that build good work relationships
- A drive to help and coach others to unlock their potential
- Be customer driven
- A commitment to improvement

Experience

- No previous experience working with children is required
- You need to love being around and interacting with children, parents, grandparents & caregivers and like to have fun while you're volunteering

Knowledge

- No previous knowledge of with working with children is required



VOLUNTEER ROLE STATEMENT

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Volunteer Signature: _____

Print Name: _____

Date: _____