

## PLAYGROUP VOLUNTEER (GLOW GYM)

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### 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 diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

<b>Position Title</b>	<b>Playgroup Volunteer (Glow Gym)</b>		
<b>Department &amp; Section</b>	<b>Community Development</b>		
<b>Team</b>	<b>Community &amp; Sports Centres</b>		
<b>Reporting to</b>	<b>Community &amp; Sports Program Officer</b>		
	<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

**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?**

- Assists with the set up and pack up of playgroup equipment
- Assists with organising and participating in craft activities with children
- Interacts with the children and their caregivers, talking to them and making everyone feel welcome and included during the sessions
- Assists with setting up for story/song time each week by placing chairs out for the caregivers
- Complies with the relevant policies and procedures for reporting and supervision
- Records volunteer hours via Timeclock
- Other reasonable duties as required

**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:**

- Enjoy being around and interacting with children, parents, grandparents & caregivers
- 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

**Qualifications for the position**

- PAE Induction and relevant orientations are essential
- Satisfactory National Criminal History Check
- Satisfactory DHS Working with Children Check

# VOLUNTEER POSITION STATEMENT



- Satisfactory completion Child Safe Environment 'Through their eyes' Training and other relevant training

## Experience

- Experience working and interacting with children desirable

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Our Safety and Return to Work Commitments

### All Volunteers

- Take reasonable care for their own health and safety
- Take reasonable care that their 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 their 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: \_\_\_\_\_

Volunteer Development Officer OR  
Program Coordinator Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_