

## PLAYGROUP VOLUNTEER (LEFEVRE COMMUNITY STADIUM)

### 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 (Lefevre Community Stadium)</b>		
<b>Department &amp; Section</b>	<b>Community Development – Community Centres</b>		
<b>Team</b>	<b>Community Centres</b>		
<b>Reporting to</b>	<b>Community Development Officer – Community Centres</b>		
	<b>Prescribed Position:</b>	YES <input checked="" type="checkbox"/>	NO <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?**

- Assist with the set up and pack up of playgroup equipment
- Assist with organising and participating in craft activities with children
- 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
- Undertake cash handling induction and training and support staff in the canteen when required.
- Record your volunteer hours via the Timeclock system.

**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

**Experience**

- No previous experience required

## 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.

## Conditions

- Satisfactory National Police check.
- Satisfactory DHS Working with Children Check.
- Completion of Child Safe Environments Training and other mandatory training as required.
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing council.
- Positions have a 12-week probationary period
- Working within the guidelines of this position description and to comply with the relevant policies and procedures for reporting and supervision
- Abiding by the council Code of Conduct and Confidentiality
- Volunteers are required to uphold PAE's reputation and integrity by ensuring their actions, communications, and public representations do not bring the council into disrepute within the context of the volunteer relationship.

Volunteer Signature: \_\_\_\_\_

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

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