

Position Description

Playgroup Volunteer

Reporting to	Playgroups Development Officer Family Youth and Children's Services Branch, Yarra City Council
Accountable to	Volunteer Services Coordinator and CEO
Location	North Richmond Community Health Ltd, 23 Lennox St, Richmond, 3121
Day/Time	Mondays 10.30am to 12.30pm - Supported Playgroup with parenting information Fridays 10.30am to 11.30am - 'Mothergoose' Playgroup (Both groups run during school terms)

Organisation Profile

North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant.

Our community health centre in Richmond provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.

Position Objective

To assist with Playgroup Program for parents and pre-school aged children at North Richmond Community Health Ltd. The Program will focus on language development.

Key Responsibilities

- Assist in setting up area prior to the group
- Welcome families upon arrival
- Participate in group music and play activities
- Communicate with children and adults during the group
- Assist in cleaning environment after group
- Participate in evaluation of group on a weekly basis



Key Selection Criteria

Essential

- Ability to communicate and engage with parents and children from many and varied backgrounds and experiences
- Willingness to participate in music and play activities
- Ability to role-model playing at children's level i.e. sitting on the floor
- Understanding of confidentiality expectations in working with families
- Current Working with Children's Check

Desirable

- Experience working with families with young children
- Knowledge of local area and service system
- Relevant community language

Other conditions

All volunteers of North Richmond Community Health Ltd are required to follow common conditions:

- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the Group Coordinator as soon as possible.
- Due to the resources required for training it is preferable that prospective volunteers commit to NRCHL for at least a period of three months or more.
- All position descriptions are open to periodic review by Management in consultation with volunteer staff concerned.
- The successful applicant may be required to perform other duties as directed, in accordance with training, skills and experience.
- NRCHL provides a smoke-free environment, including within vehicles.

For additional conditions which cover all staff of the Organisation please refer to the NRCHL Policy and Procedures Manual in particular the Volunteer Coordination Program Policy and Code of Conduct.

Further Information

For enquiries relating to this position, contact:

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www.nrch.com.au

