

Volunteer Childcare Assistants – Position Description

Purpose of the Position

- To assist Play Specialist staff in the Early Childhood Centre, Ward 53.

Key Tasks of the Volunteer are:-

- To provide activities, learning opportunities and support to children in the Kapai Kids Early Childhood Centre.
- To set up, replenish, maintain, clear away and restore all areas and resources used in the Early Childhood Centre. This includes washing toys.
- To facilitate activities with individual children when directed by Play Specialist staff.
- To allow a family to take a break by providing child-minding activities.
- To assist with special projects, for example assisting with displays of children's work.
- To report to staff on arrival and confer with them should any concerns or issues be forthcoming.

- Volunteers may, over time, be required to assist with other tasks.

Expectations – it is expected that Volunteers will:-

- Be polite at all times and treat members of the public, patients and staff with dignity, courtesy and consideration
- Assist patients and visitors in a manner that ensures their safety and comfort at all times
- Respect people's right to privacy at all times
- Ask for assistance from staff and refer all problems to the Play Specialist or Volunteer Coordinator when required
- Communicate with and follow the direction/guidance of staff
- Provide feedback as required on tasks undertaken
- Report accidents or incidents immediately
- Comply with relevant Ministry of Education guidelines and policies
- Comply with the requirements of WDHB policies
- Comply with the required Volunteer dress code
- Bring any ideas, concerns or issues to the Volunteer Coordinator or Play Specialist for discussion

Volunteers are required to take a morning/afternoon tea break during their rostered duty time.