



Playgroup Support Volunteer Position Description

Position	Playgroup Support Volunteer
Team	Adolescent, Child and Family Team
Hours and Time	Mondays 10.00am to 12pm
Commitment	Up to two hours per week: Face to Face contact at group This opportunity involves volunteering for a minimum of 6 months
Location	Hampton Community Centre: Face to face contact
Reports To	Child and Family Group Facilitator
Effective Date	July 2023

Program Overview

Family Life has been working with vulnerable children, families and communities since 1970. At the core of our organisation is our vision to build capable communities, strong families and thriving children.

As an organisation we celebrate diversity and inclusion. We value, respect, and listen to people who are culturally and/or linguistically diverse, gender and sexually diverse and people with a disability.

Playtime Buddies program is a trauma informed supported Playgroup which assists with strengthening the child-parent relationship in a community-based environment. The Playgroup supports families to have a sense of belonging to the group which then enhances community connection and inclusiveness.

The Playgroup focuses on reducing risk for families with complex needs and increasing the visibility of children in the community.



Family Life was founded by volunteers and they continue to play a key role in making a positive difference in supporting our community.

Position Objective

The Playgroup Support Volunteer is there to support parents/caregivers and child interaction throughout the group sessions.

The Volunteer will engage in the group activities along with the families while encouraging participation.

Supervision

The Playgroup Support Volunteer role will report to the Family Life Group Facilitators of Playtime Buddies program who are responsible for assigning tasks.

Family Life Group Facilitators will be available onsite for informal supervision before, during and after the face to face group sessions or Zoom virtual group sessions.

In the event that a volunteer requires one on one supervision this will be provided by the Family Life Group Facilitators.

Training

As with all Volunteer roles, the Playgroup Support Volunteer will be required to undergo Family Life Induction prior to commencing in the role.

Additionally, a role and site induction at Hampton Community Centre with instruction on processes and procedures will be provided by the Family Life Group Facilitators, on the first day.

Family Life Group Facilitator will provide information about the use of Zoom prior to the commencement in the role which will be conducted via the phone or video conferencing.

Specialist training will be relevant to this role:

- Food Handling,
- Compulsory elearning Child Safe Standards,
- Reportable Conduct Scheme short video.

Key Responsibilities

The key responsibilities include but are not limited to:

Face to Face Group

1. Participating in group activities alongside families
2. Preparing fruit for morning tea: cutting up and placing on platters
3. Bagging up donated bread in individual bags
4. Assistance with storytime, music session
5. Helping with craft activities
6. Helping to set up outside play equipment
7. Encouraging the families to take part in the activities
8. Helping to pack up and clean up after the session
9. Participating in planning meetings as required
10. Demonstrate, understand and apply the Family Life principles (see page 4).

Virtual Playgroup

1. Assist with storytime sessions by reading children's books if these are available
2. Participation with singing songs and interactive activities
3. Demonstrate, understand and apply the Family Life principles (see page 4).

Key Selection Criteria

1. Outgoing, friendly and enjoys interacting with families
2. Ability to be Child-focused by participating in child-led play
3. Enjoy engaging in fun creative group activities with families
4. Reliable and time efficient
5. Ability to contribute to program ideas for the Playgroup
6. Excellent communication skills
7. Understanding and ability to work with people with diverse needs
8. Ability to work within a team, take initiative and know when to take direction
9. Must be non-judgmental, non-discriminatory and conform to the Code of Conduct
10. Experience volunteering is desirable, but not required.

The Family Life Way

Our six principles are at the heart of the work that we do at Family Life, they inspire us to achieve the best results for our clients and the communities we serve. The principles exemplify our commitment to support our people to produce quality services and outcomes.

The Family Life Way



Create Safety

Safety for Clients and Peers
Respect, Empowerment & Well-being
Be Supportive
Be Kind



Be Real

Be the Best Version of Yourself
Admit What You Don't Know
Have the Hard Conversations, Respectfully
Be Open and Honest



Celebrate Difference

Welcome Diversity
Celebrate Difference Of Ideas
All Community Members are Welcome at Family Life
Share Knowledge and Experiences



Be Bold

Fail Forward
Lead By Example
Ask Why?
Ask for Feedback and Self-Reflect



Dream Big

Have Stickability - Persistence
Think differently, Innovatively
Be Adaptable
Plan and Prioritise



Embrace Everyone

Many Voices, One Purpose - To Transform Lives for Stronger Communities
Collaboration Partnerships
Be Inclusive and Encourage Participation

Additional Information

- Family Life is a youth and child safe organisation. We value, respect, and listen to children and young people.
- All offers of volunteering are subject to a satisfactory Working with Children Check, Police Records Check and reference checks.
- Family Life is committed to providing a safe, healthy and friendly environment.
- We expect all Family Life employees and volunteers to understand and behave in accordance with our principles, purpose, values and code of conduct.