



## CHILDCARE - VOLUNTEER JOB DESCRIPTION

### JOB SUMMARY:

The role of a childcare volunteer is to supervise children by providing them with a safe and nurturing environment. All volunteers will take responsibility for the welfare and safety of children in our program and services. This includes not leaving children unsupervised or in a potentially unsafe situation. The childcare volunteer will model appropriate actions and behaviour at all times and ensures they are patient and positive when interacting with a child. It is the responsibility of the volunteer to ensure a professional relationship is maintained when interacting with children, clients, staff and fellow volunteers. Volunteers must follow a strict "no hands on" policy with children, clients, staff and fellow volunteers.

### QUALIFICATIONS:

- Must complete the required training and orientation
- Must enjoy working with children and have experience caring for children
- Must have a fun and pleasant demeanor
- Current CPR and First Aid certification an asset

**ACCOUNTABILITY** - Reports directly to the Volunteer Coordinator, working cooperatively with all agency team members. If the Volunteer Coordinator is not available, please see residential staff. If a childcare volunteer cannot make it in for a shift, they must call the Chatham Kent Women's Centre. Please get a person not a voicemail.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Ensure that the proper forms are filled out BEFORE childcare starts, including the signatures
- Engage children in play while maintaining a safe and supportive environment
- Appropriately respond to the needs of the children cared for
- Be aware of any medical concerns, allergies or special instructions of each child you care for
- Reporting to staff any concerns or disclosures made to them
- Ensuring safety standards are being followed
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- All volunteers must remain in accordance with the Confidentiality Agreement

