Ontario
Early Years
Petite enfance

Child Development Resource Connection Peel

Brampton West-Mississauga Ontario Early Years Centre
Volunteer Job Design/Assignment

Title:	**Volunteer Program Assistant**
Position Description:	Support and assist with the planning, co-ordination and implementation of the daily parent child activities.
Purpose of Position:	To assist with providing learning opportunities for children that encourage parent/child interaction.
Responsibilities:	To assist in planning and coordinating children's programs by: a) Assisting with planning daily age-appropriate and Drop-In appropriate activities. b) Assisting with implementing the chosen activities. Preparing some materials ahead of time e.g. cut shapes. c) elicit parent involvement in planned activities d) assist with the daily set-up and cleaning of the Drop-In areas. Cleaning and organizing creative room, kitchen etc. e) provide activities that encourage parent/child interaction
Responsible to:	Assigned Program Facilitator or designate.
Skills, Attitudes, Knowledge, Qualifications for position:	Enjoys working with children and parents/caregivers in a busy atmosphere. Previous experience working with children, infant to preschool; flexible attitudes; approachable.
Time Commitment:	Approximately 2-4 hours per week. Commitment of 3 months. Locations – Any one of the following locations: 57 Mill Street, Brampton; 75 Watline Ave., Mississauga; Gardenview; Fortinos.
Benefits of position:	Support Children's Learning during their early years, impacting their lifelong learning, health and wellbeing. Opportunity to be part of a team. Volunteer experience to use on resume.

Challenges:	Need skills in active listening; noisy, busy atmosphere; meeting new people all the time; dealing with and their parents/caregivers; flexible, new situations and people all the time.
Orientation session:	Orientation to OEYC and CDRCP programs and services.
Training:	Opportunity to participate in training sessions.
Policies/contract:	Volunteer will be knowledgeable about the policies/procedures related to volunteer positions within the agency. A contract of understanding will be signed by the volunteer. Of particular concern is confidentiality. Acceptable Police Reference Check.
Success Measures:	Children, parents and caregivers continue to come to drop-in and enjoy a variety of activities independently and together. Children improve social and fine motor skills and confidence.
Evaluation process:	On-going feedback will take place. A more formal evaluation will take place at 3 months, annually and at the completion of the volunteer experience.
Boundaries of the job:	Confidentiality is essential.
Honorarium/expenses:	None

Date: Volunteer Position developed: November 2003
Date revised: November 2004
Revised by: Outreach and Volunteer Coordinator