



Volunteer Role Description

Title	PLCC Community Playgroup Volunteer
Department	Buildings, Hubs and Partnerships
Location	Patterson Lakes Community Centre
Reports to	Coordinator Patterson Lakes Community Centre

Position Objectives

The community playgroup volunteer will provide support to the community playgroup program. This includes the set up and pack up of equipment as required, organising activities and coordinating a roster system for members.

Time commitment

Playgroup will run from 9:30am – 11:30am on a Thursday during school terms. The time commitment may start at a minimum of 3 hours per week. This may be reduced as roster systems are developed. A requested minimum commitment of 6 months is required.

Key Responsibilities

- Assist in the establishment of a new community playgroup at PLCC
- Assist in the development and implementation of a roster system for the playgroup
- Develop relationships with members and foster a culture of inclusion of new members
- Induct new members into the playgroup
- Facilitate and plan playgroup sessions with the support of group members
- Communicating with the Centre staff on needs and requirements for the playgroup
- Maintaining the playgroup cupboard and equipment

Position Requirements

1. Desired Knowledge and Skills

- Excellent interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications
- Organisation and time management skills
- Facilitation skills or ability to create a sense of “groupness”

2. Qualifications and Experience

- Ability to work in a team environment
- Demonstrated experience in working with families and young children – highly desired

3. Required checks and licences

- Hold and maintain a Working with Children Check (volunteer status).
- Hold and maintain a Police Check (organised and paid for by Council). An international police check will be conducted if the applicant has been a permanent resident or is a citizen of another country within the last 12 months.
- Covid-19 Vaccinated (copy of vaccination certificate required).

Induction and Training

Council is committed to ensuring volunteers are adequately trained to carry out their volunteer role. The Volunteer Program Supervisor will ensure that volunteers are provided with an induction prior to commencement. Individual training requirements will be assessed during the initial interview stage, and during the course of the volunteer's time with Council.

It is the volunteer's responsibility to attend the program induction and compulsory training courses, such as Child Safe training.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all volunteers:

Values and Behaviours	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to our community. Volunteers have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> • Future Orientated • Accountable • Expert • Celebrate • Community Centric • Dynamic <p>A copy of Council's Code of Conduct will be provided to you on commencement.</p>
Safe Workplace Actions	Volunteers are to display and promote safe actions at all times.
Equal Opportunity & Child Safe Standards	The City of Kingston are an equal opportunity and child safe employer.

Physical requirements of the position

Task Performed	Frequently Performed	Sometimes
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift
Sitting		✓
Driving		
Walking/Standing		✓
Steps/Stairs/Climbing		

Lifting/Carrying (Light) <10kg		✓
Lifting/Carrying (Heavy) >10kg		
Pushing/Pulling		
Chopping/Digging		
Bending/Kneeling		✓
Exposure to chemicals or hazardous materials		
Exposure to hot/cold temperatures		