

POSITION DESCRIPTION - Childcare Volunteer or Student Placement

1. General Information

Position Title:	Volunteer/Student Placement - Childcare
Reporting To:	CCC Assistant Manager
Supervised by:	Childcare Coordinator and Childcare Room Leader
Work with:	CCC Team members, students and volunteers
Hours of volunteering	The hours of duty will be the days/hours you have requested to be on the volunteer or student placement roster based on your availability from Monday to Friday during Childcare open hours - 8.45am to 3.45pm.
Conditions	The position is unpaid volunteer or student placement

2. Context

Cheltenham Community Centre (CCC) is a significant focus of community strengthening in the southern metropolitan region of Melbourne through its provision of childcare, educational, vocational and social programs for the local community. As one of 400 Neighbourhood Houses across Victoria, CCC is committed to the principles of Community Ownership, Community Participation, Empowerment, Access and Equity, Life-long Learning, Inclusion, Networking, Advocacy, Self-help and Social Action.

CCC operates as an incorporated, not for profit organisation with over 1000 members / participants from a wide cross section of the local community. CCC employs over 30 staff and has a turnover of around \$1M per annum but a significant proportion of the organisation's capability and output is derived from the contribution made by many of its members on a voluntary basis.

CCC is involved in six main program areas – Childcare, English as an Additional Language (EAL) and Literacy Training, Holiday Activities, CCC Bolts Netball Club, Community Cafe, and Health and Wellbeing classes and workshops such as Music for Tots and Yoga.

CCC's revenue base includes grant funding from the Council for Adult, Community and Further Education (ACFE), Melbourne Polytechnic (MP), Department of Families, Fairness and Housing (DFFH), and Kingston City Council along with fee revenue/cost recoup from its client/member base.

CCC and SCCC partnership

Cheltenham Community Centre and Southern Community Church of Christ have worked in creative partnership since 1986. Because both organisations believe they can achieve more together than they can working alone, they are committed to celebrating and developing the unique and diverse contributions that each organisation brings to the partnership.

Together, CCC and SCCC seek to enrich the experience of community for all people, offering access to a broad range of activities, programs, opportunities and resources to enable people of diverse backgrounds, abilities and interests to live life to the fullest.

3. Role Overview

Cheltenham Community Centre Childcare is a 25 place, subsidy approved community childcare centre. Children can attend for a minimum of 3 hours and a maximum of 7 hours a day and 28 hours a week. The staff to child ratio is; 1 to 4 – under three years and 1 to 11 for over three years.

All of our qualified staff have a minimum of a Diploma in Children's Services and all our childcare assistants either have, or are studying towards their Certificate III in Children's Services. All staff are Level 2 First Aid trained and in Anaphylaxis and Asthma management.

Throughout the week, we have Family Grouping, 3 Year old Activity, and Pre-Kinder groups and children can start when they are 6 months old.

4. **Key responsibilities and duties**

- Actively support every child to participate in the activities and ensure that the program promotes children's agency, choices, and influence.
- Model and support team/room educators
- Ensure children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, and procedure.
- Promote health, wellbeing, and physical exercise.
- Ensure a safe and stimulating physical environment where all staff, volunteers and children are protected from hazards or harm.
- Immediately report any hazard to the room leader or other staff member.
- Give children individual attention and comfort as required
- Demonstrate respectful relationships with children and families
- knowledge of centre policies and procedures
- ensure confidentiality, professionalism and discretion is maintained
- work as part of a team.
- work with children to maximise their potential.
- The focus is to participate, socialise and get to know the children.
- Act as a role model, exerting the expected behaviour while encouraging and motivating the children.
- Be observant of children, taking note of those who are injured or sick, and notifying the Room Leader when necessary.
- Follow the instructions set out by the educator staff, assisting with all necessary jobs as requested.
- Show initiative, be responsible and show leadership through the placement.
- Commit to allocated days, arriving at the agreed time each shift, for any briefing and to adequately prepare for the day.
- Attend and complete the online Child Safe Standard training course.
- Punctual
- Skilled in verbal and non-verbal communication
- Accountable
- Show compassion and maturity when dealing with people.
- Community centric

4. Working Relationships

Who	Purpose
Assistant Manager	Line management reporting relationship,
CCC Manager	Senior management relationship.
Supervisor	Childcare Coordinator
Customer Service Staff and Volunteers	Collaboration, guidance, and direction regarding all aspects of customer service aspects of the Holiday Activity Program.
CCC and SCCC Staff and Volunteers	Peer Relationship - interaction and communication with staff, volunteers, instructors, teachers, and group leaders in each of the programs of CCC and SCCC.

5. Organisational Values

Value	Behaviour examples
Innovation and Creativity	<ul style="list-style-type: none"> ● apply new ideas ● learn from mistakes and continuously improve ● offer suggestions for improvement
Organisational Vitality / Personal Growth	<ul style="list-style-type: none"> ● support/recognize the good efforts and achievements of others ● seek opportunities to learn new skills and roles ● learn about the broader organisation and contribute to its improvement
Responsiveness	<ul style="list-style-type: none"> ● show genuine interest in helping the community ● seek Community Centre members' feedback frequently ● work with the team and follow-through
Leadership	<ul style="list-style-type: none"> ● communicate the vision and values through our actions ● build the self-esteem of team members ● be positive
People Emphasis	<ul style="list-style-type: none"> ● treat people with respect, dignity and trust ● learn to forgive others and move to improve CCC ● focus on improving relationships with CCC team and community members
Communication	<ul style="list-style-type: none"> ● share information in a clear, timely, relevant way with team members and community members ● seek out information if we feel we don't know ● contribute information to team meetings
Integrity	<ul style="list-style-type: none"> ● keep commitments - do what we say we are going to do ● accept responsibility for what happens and what does not happen ● be honest in all actions
Participation	<ul style="list-style-type: none"> ● volunteer when opportunity arises ● seek out opportunities to be involved in different areas of the Centre
Commitment	<ul style="list-style-type: none"> ● continue learning at work ● involve ourselves in the change and improvement process
Competent People	<ul style="list-style-type: none"> ● believe that our people are good at what they do ● know our process including, cost, key success factors and measures

6. Other Information

The volunteer position is located at 2-12 Chesterville Road, Cheltenham 3192 Victoria

7. Physical Requirements of your role

Key: **N**: Never, **O**: Occasional, **F**: Frequent, **C**: Constant, **MH**: Manual Handling

Postural Tolerance	N	O	F	C	Comments	Manual Handling	N	O	F	C	Comments
Stand			F			Lift		O			
Walk			F			Carry		O			
Squat		O				Push/Pull		O			
Bend forward			F			Forward reach		O			
Sit		O				Grip/Grasp		O			
Kneel		O				Driving	O				
Trunk twist		O				Upper limb movements		O			

Overall Rating of Perceived Exertion for role = **2-3**

RPE SCALE	RATE OF PERCEIVED EXERTION
10	MAXIMUM EFFORT ACTIVITY Completely out of breath, unable to talk. Cannot maintain for more than a very short time.
9	VERY HARD ACTIVITY Very difficult to maintain for more than one minute. Can barely breathe and speak only a few words.
7-8	VIGOROUS ACTIVITY Borderline uncomfortable. Short of breath, can speak a sentence.
4-6	MODERATE ACTIVITY Breathing heavily, can hold a short conversation. Still somewhat uncomfortable but challenging.
2-3	LIGHT ACTIVITY Can maintain for hours, easy to breathe and carry out a conversation.
1	VERY LIGHT ACTIVITY Hardly any exertion but requires some movement.

Adaptive equipment available

Equipment	Description of use
Table Trolleys	Moving tables around the classrooms and facility
Chair Trolley	Moving chairs around the classrooms and facility
Other Trolleys	Moving equipment or boxes
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Stand up desks	Minimise effects of long periods of sitting