

MFRC Volunteer Job Description

Program Area **Children's Services**

Position Title **Casual Childcare Volunteer**

Purpose of the Position

Under direction of the supervisor of the program to which care is being provided, the Casual Childcare Volunteer will assist in providing a quality, caring, and supportive child care program to members of the military family community that addresses their unique child care needs, meets all regulatory standards required by federal, provincial, and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation. This position reports to the Children's Services Coordinator.

Responsibilities and Activities

- Provide child care to children as appropriate to the guidelines and structure of the program.
- Maintain acceptable levels of hygiene and equipment cleanliness at all times.
- Keep Children's Services Coordinator and Casual Childcare Worker informed of issues regarding children, as appropriate.
- Tasks such as the setting up and taking down of equipment as required.
- Assist with any tasks required in order to help provide quality care to the children including diapering and other hygiene requirements, cleaning and disinfecting toys and equipment, assisting with games and crafts, caring for crying babies, etc.
- Volunteers, in other than the Child Care Program, (ie. after hours for briefings etc.) are expected to provide care/be on site for a period from 30 min before the program begins until 30 min after the program is officially ended, unless otherwise directed by the supervisor.

** Volunteers are responsible for knowing where emergency numbers are kept; what the CRD regulations are regarding Casual Child Care, discipline, and diapering procedures; the drop-in regulations; and the MFRC Casual Child Care policies. **

Qualifications

- Ability to work, nurture and care for children ages 0 to5.
- Enthusiasm and energy.
- Ability to work with minimal supervision and take direction cooperatively.
- Ability to maintain the discipline policy of the child care.
- Ability to be creative and involve children in activities rather than just stand and watch.
- Completed intake/interview process with clear Criminal Record Check.

Training and Supervision

- Orientation to tasks and on going supervision.

Evaluation

- Formal evaluation as required.
- Ongoing feedback from Coordinator and/or Casual Child Care Worker.

Time Commitment

- During Casual Childcare programs
 - CPAC – Tue 8:30 am-4:30 pm; Thu 8:30 am-4:30 pm & Fri 12:30-4:30 pm
 - **Lampson** – Wed 8:30 am-12:30 pm & Fri 8:30 am-4:30 pm

Hours will be determined in collaboration with Coordinator.

- At other times to be arranged for meetings, support networks, briefings etc., these may be weekends or evenings

Locations

Lampson MFRC (670 Lampson Street)

Colwood Pacific Activity Centre (2610 Rosebank Rd)

Benefits

Can gain useful work experience in group child care setting.

- ◆ Experience working in an adult work environment as part of a team.
- ◆ Opportunities to participate in learning, development & skill training.

Who to Contact

Scott Branch – Children’s Services Coordinator

When is Position Available positions are available on an ongoing basis