



POSITION DESCRIPTION

Position title: Volunteer – Playgroup assistant

Location: Davey Richardson Pavilion, 151 East Rd, Seaford 3198

Reports to: BCC Manager & Playgroup Facilitator

Background: Belvedere Community Centre (BCC) offers a welcoming place helping to create a connected and confident community.

Position objective: To provide support to the BCC playgroup facilitator.

Key responsibility areas:

- Setting up and cleaning up after sessions ensuring the room is left clean and tidy. This may require lifting and moving equipment and furniture and vacuuming after the session.
- Ensuring children and families have a safe and enjoyable experience.
- Maintaining professionalism, integrity and confidentiality.
- To ensure understanding and to follow the policies and procedures of the Centre.
- Report any concerns, incidents or accidents to the Playgroup Facilitator.
- Completing attendance sheets and collecting session fees.

Requirements for the job:

- Friendly, calm and approachable manner
- Physical capacity to undertake the physical requirements of the position
- Ability to receive direction and carry out instructions
- Initiative
- BCC will assist to obtain a Working with Children's Check and a Police Check
- Under current health directions, all staff working and volunteering at BCC are required to provide proof of vaccination against COVID-19
- Driver's Licence and car preferred as we work from two sites

Days and hours required:

- Thursday 9:00am – 1:30pm
- Fridays - 9:00am – 12:00pm
- School term only

Expectations:

- That you will notify BCC manager as soon as possible if unable to attend your rostered session

How to Apply:

If you would like to learn more about this opportunity or apply for the position, please contact Meredith MacKenzie, Centre Manager on 9776 8922.