



bestchance is the operating name of Child & Family Care Network Inc.

## Role Description for Volunteer in kindergartens

Role details	
<b>Role title:</b>	bestchance Kindergarten Volunteer
<b>Reports to:</b>	Kindergarten teacher/staff supervisor
<b>Location:</b>	Various locations guided by volunteer preferences/kindergarten vacancies
<b>Program:</b>	bestchance kindergarten

bestchance Context
<p><b>bestchance</b> Child Family Care is an independent, not-for-profit, community organisation. Administrative offices, including the kindergarten cluster office, are located in Glen Waverley.</p> <p><b>bestchance</b> adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services</p> <p><b>bestchance</b> manages a cluster of kindergartens throughout the south eastern/eastern regions of Melbourne</p> <p>Refer to <a href="http://www.bestchance.org.au">www.bestchance.org.au</a> for further information about bestchance Child Family Care. <b>bestchance</b> is an equal opportunity employer and has a smoke free environment in buildings and motor vehicles</p>

Aims of the role
<ul style="list-style-type: none"> <li>• Work with, and under the direction of the teacher educator to support the provision of quality programs for children</li> <li>• Support kindergarten staff to provide a safe environment that enhances children's autonomy, initiative, self-worth and dignity</li> <li>• Maintain confidentiality of all information within the kindergarten team and information from families</li> </ul>

Responsibilities
<p><b>Responsibilities in relation to:</b></p> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation and cleaning up of activities and learning experiences under the supervision of the Teacher Educator</li> <li>• Attend to the physical, social and emotional needs of children as reasonably required by the teacher educator</li> <li>• Be a positive role model to children and families, taking the cue of <b>bestchance</b> educators</li> <li>• Specific responsibilities may include: <ul style="list-style-type: none"> <li>➢ Actively interacting with children as they participate in the program e.g. read stories, help with puzzle solving skills, cooking and gardening activities, support learning and interests of children generally</li> <li>➢ Assist with small group experiences under direction and support of educators</li> <li>➢ Support individual children as appropriate as directed by the supervisor</li> <li>➢ Support children to develop their own self-help skills e.g. putting on smocks, tidying up after themselves, hanging up art work</li> </ul> </li> </ul>

- Encourage and motivate children in their learning.
- Support a safe environment in both indoor and outdoor play spaces
- Sit with children and chat at snack and mealtimes
- Listen to and engage in conversations with children

#### **Families**

- Ensure interactions with children and families reflect the Service Philosophy.
- Direct all queries from families to the kindergarten supervisor
- Maintain confidentiality on all issues relating to children and families and comply with the **bestchance** Kindergarten Cluster's Privacy and Confidentiality Procedure

#### **Staff**

Work as a member of a cooperative and professional team to maintain:

- Work safely in the workplace being mindful of OHS practices and procedures
- Ensure correct safety procedures are followed, including when lifting heavy objects
- Accurately and promptly communicate all messages and report all issues to the teacher educator, or to **bestchance**

#### **bestchance**

- Work in a cooperative and respectful manner with other **bestchance** staff, ensuring open communication on issues pertaining to the kindergarten
- All day to day issues/concerns to be communicated with the volunteer's kindergarten supervisor
- If an issue is not able to be resolved, or for any other queries about the organisation contact the Volunteers Coordinator

#### **Qualifications and attributes**

- A current Working With Children Check
- Be able to work under direction of a teacher educator following instructions
- Previous experience working with children an advantage
- Enjoy being with children
- Ability to communicate with children and adults
- Demonstrate warmth and flexibility
- Able to commit to a regular session preferably each week for a minimum of one term