



Reynard Street
Neighbourhood House

A place for everyone to
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Volunteer Position Description

Playgroup Support Volunteer

POSITION DESCRIPTION

Employer: Reynard Street Neighbourhood House Incorporated (RSNH)

Location: 104a Reynard St Coburg 3058

Role structure: 3.5 hours on Wednesday and Thursday (6 hours total per week)

ABOUT THIS ROLE

Reynard Street Neighbourhood House (RSNH) is a welcoming, inclusive and vibrant community centre in Coburg that offers a range of programs, services and events to support local residents.

Reynard Street Neighbourhood House (RSNH) playgroups run on a unique model supported by a facilitator, providing activities and equipment, as well as organising group time with singing and story-time. In doing this we aim to provide an enriched environment for your children to explore while developing new skills. RSNH playgroups are also an opportunity for parents to connect with each other and develop lasting, supportive friendships as children develop and grow.

We are seeking a motivated and community-minded Playgroup Support Volunteer to assist on Wednesday and Thursday each week. There is a focus on creating a safe and welcoming space for children and parents while also contributing to planning and delivery of activities. The volunteer will be under the direct supervision of the Playgroup Coordinator, other staff and volunteers to support the smooth operation of our centre and its programs.

KEY RESPONSIBILITIES

- Ability to follow policies and procedures of the Playgroup Services
- Provide assistance to the Playgroup Coordinator in developing and supporting play-based activities for children 0-5 years
- Provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative and emotional needs of each child.
- Encourage and promote the inclusion of all children within the playgroup
- Organise appropriate learning equipment for play sessions
- Work in conjunction with the Playgroup Coordinator to resolve any difficulties that might arise during the day and to seek advice regarding these situations
- Assist in the cleaning up of equipment and tending to the children's needs as they arise



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WHAT WE'RE LOOKING FOR

- Experience with children 0-5 years (personal or professional)
- Ability to relate to young children and work as a team player
- Knowledge of developmental stages of children 0-5 years
- Ability to set up a range of activities for the playgroup sessions
- Work well in a team
- Possess a friendly and approachable attitude

OTHER CONSIDERATIONS

- A **current Working With Children Check (WWCC)** or willingness to obtain one
- Volunteer induction and training will be provided
- Opportunities for skill development and role expansion may be available over time

TO APPLY

Please send your resume with your application to volunteercoordinator@rsnh.org.au.