

## **Job Description**

### **Purpose:**

To be part of the childcare team, to help implement and carry out the activities planned, and to assist with the safety and supervision of the children. Most importantly, you will be contributing to their growth and development and to positively support and integrate children with diverse needs.

### **Responsibilities to:**

#### **The Children**

- Assist with the supervision of children on a daily basis.
- Assist staff implement and carry out the activities planned for the day.
- You are encouraged to take initiative and lead a group activity if there are no formal plans for the day.
- Report any concerns to your supervisor that you may have regarding any of the children.
- Report any accidents, serious or not, to your supervisor.
- To follow disciplinary guidelines as outlined in the Summer Volunteer training manual.

#### **The Staff**

- To carry out any duties delegated by your supervisor.

#### **General**

- To have fun while giving guidance, direction and spending quality time with the children in the Richmond Summer Programs

### **Skills, Experience and Qualifications required:**

- Must have completed Grade 9 or above
- Good Communication skills
- Responsible
- Enjoys swimming

### **Personal Traits/Qualities desired:**

- Enjoys working with children
- Outgoing personality
- Friendly
- Good Leadership skills
- Can work independently

### **Orientation and Training:**

- Mandatory Training Sessions – Each centre has its own dates
- Training with Diversity Services – June 21<sup>st</sup> 10am - 4pm
- Ongoing Support from staff

### **Support, Supervision and Evaluation provided:**

- Will be with a trained first aid certified staff at all times
- Performance evaluations will be completed for school requirements if needed

### **Time Commitment:**

- 9:00am - 4pm each day that you volunteer – Hours may vary centre to centre

### **Working Conditions:**

- There are days where we will be swimming or in the water and we will be spending lots of time outdoors
- We will be traveling to different locations regularly
- You will be working with children between the ages of 5 – 12 years old.

### **Benefits to the Volunteer:**

- Volunteer hours for Planning courses
- Reference letter provided if significant volunteer hours are completed
- Free admission and travel to all the places we will be going
- Free volunteer t-shirt
- Valuable training and work experience enhancing possible employment opportunities
- More fun than sitting at home and you'll make new friends
- Volunteer appreciation dinner

