

## Volunteer Position Description

<b>Role Title</b>	<b>PLAYGROUP COORDINATOR</b>
<b>Reports To</b>	CDO, VSO Overall governing body - Management Committee
<b>Time Commitment</b>	5 Hours per week plus meetings May be additional hours for special events and/or programs
<b>Working Environment</b>	Playgroup and administration workstation Green Initiatives- sustainable and environmental issues
<b>Key working relationships</b>	Liaising with and between all playgroup volunteers, Community Development Officer (CDO) and Management Committee as required.
<b>Role objective</b>	To promote playgroups and support the playgroup facilitators and ensure programs are operating within the Australian Government Playgroup Program Guidelines.
<b>Primary responsibilities</b>	<ol style="list-style-type: none"> <li>1. Comply with Centre policies, procedures and guidelines.</li> <li>2. Attend training, meetings and get-togethers as scheduled.</li> <li>3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre.</li> <li>4. Manage and monitor the playgroup programs, by; <ul style="list-style-type: none"> <li>• Ensuring the implementation of Australian Government Playgroup Program Guidelines</li> <li>• Ensuring current Health and Safety and emergency guidelines are followed</li> <li>• Attending required and updated training as applicable</li> <li>• Promoting and supporting individual playgroups and encouraging active and ongoing participation</li> <li>• Liaising with the Media Sub-committee regarding advertising playgroups and for special events and activities</li> <li>• Managing and maintaining administration paperwork for all playgroups</li> <li>• Interviewing (if applicable), inducting and training new facilitators</li> <li>• Managing budgets and supply orders</li> <li>• Organising appeals for resources from the community and/or volunteers base</li> <li>• Organising and monitoring stocktakes and inventory of supplies and toys</li> <li>• Liaising with Venue Hire for new playgroups and integrity of room</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Establishing a meeting schedule with facilitators and support volunteers to keep abreast of activities, feedback, ideas and attendance.</li> <li>• Submitting a quarterly brief report for the Management Committee meeting</li> <li>• Setting goals and implementing strategies for expanding and maintaining playgroups</li> <li>• Collating facilitator reports</li> <li>• Coordinating and planning special events across all playgroups</li> <li>• Distributing, collating and reporting surveys and results</li> <li>• Providing regular updates of activities to Media Sub-committee for promotion within appropriate media</li> <li>• Ensuring privacy and confidentiality is maintained</li> <li>• Liaising with parents and/or caregivers regarding attendance</li> </ul> <p>5. Managing and supporting coordinators and support volunteers by;</p> <ul style="list-style-type: none"> <li>• Assisting Facilitators and families to establish groups</li> <li>• Mentoring new facilitators with procedures, policies, programs and administration processes</li> <li>• Meeting with Facilitators, assistants and/or key personnel regularly (2 x term) to encourage feedback, attendance, setting goals and discussing programs.</li> <li>• Supporting and assisting all staff with conflict resolution</li> <li>• Managing training for playgroup volunteers</li> </ul>
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<b>SKILLS, KNOWLEDGE &amp; ATTRIBUTES</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work under minimal supervision and manage time effectively</li> <li>• Ability to relate to people from diverse backgrounds</li> <li>• Ability to lead and manage a team</li> <li>• Experience in developing, implementing and monitoring programs</li> <li>• An understanding of the importance of play during early childhood</li> <li>• Experience with reporting to committees</li> <li>• Previous experience in office roles and an ability to work as part of a team</li> <li>• Good organisation skills</li> <li>• Good knowledge of computers and Microsoft Office suite, especially Word, Excel, and PowerPoint</li> <li>• Be adaptable and accepting of changes or new requirements, as needed</li> <li>• Demonstrated customer service standards and principles</li> <li>• Ability to maintain confidentiality</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Ability to manage difficult situations and conversations</li> <li>• Awareness of Workplace and Health &amp; Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act</li> <li>• Awareness of inclusivity and diversity of visitors and their issues</li> <li>• Tertiary qualifications and/or experience in Early Learning Childhood, community development or social work</li> <li>• First Aid and Infant First Aid training</li> <li>• Knowledge of interviewing processes advantageous</li> </ul>

<b>Mandatory requirements</b>	<b>SAPOL – police check</b> <b>WWCC screening</b> - Working With Children Clearance check
<b>Training</b>	<b>Child Safe Environment Training</b>

**I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.**

Print Name (Volunteer): .....

Signed (Volunteer): \_\_\_\_\_

Date: .. / .. / ....

<b>Title of Position Description</b>	<b>Playgroup Coordinator</b>	
<b>Approved by</b>	Name: Lucy Richardson / Jessica Kolev	Date: October 2021
<b>Date Reviewed</b>	2023	