

Volunteer Position Description

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

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

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

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: .. / .. /

Title of Position Description	Playgroup Coordinator	
Approved by	Name:	Date:
Date Reviewed		