

VOLUNTEER POSITION DESCRIPTION

Position Title: Care for Newcomer Children (CNC) Volunteer	Locations: 3038 Hurontario Street, Mississauga 60 Gillingham Dr., Suite 500, Brampton
<p><u>Responsibilities and Duties:</u> <i>(but not limited to)</i></p> <ul style="list-style-type: none"> ▪ Under the supervision of the Lead Early Childhood Educator (ECE): <ul style="list-style-type: none"> ▪ Care for and supervise children. ▪ Ensure a safe and secure environment for all participants. ▪ Assist staff in providing children with healthy opportunities to learn and play. ▪ Assist in the development of childcare activities including crafts, music, storytelling, games and plays. ▪ Assist in planning snack breaks. ▪ Conduct safety checks of the childcare area, including monitoring & inspecting equipment/toys within the childcare area. ▪ Report all accidents or unusual incidents to staff. ▪ Set up and take down of program equipment, including cleaning & maintenance of toys and equipment. ▪ Provide regular updates on the activities and accomplishments of participants to staff. ▪ Ensure participant safety and security at all times. ▪ Become familiar with the agency's programs, services, practices and staff. ▪ Complete all tasks and responsibilities within assigned timelines. ▪ Notify the supervisor of absences and/or lateness; Volunteer Services Coordinator must be advised of extended absences. ▪ Adhere to the vision, mission and guiding values of the organization and the CNC program. ▪ Maintain confidentiality of clients, staff and peers. ▪ Represent Indus in a professional manner at all times. ▪ Arrive on time and be committed to the agency and the agreed upon hours. ▪ Assist with all other duties as assigned. 	
<p><u>Qualifications and Skills:</u></p> <ul style="list-style-type: none"> ▪ Must be a minimum of 18 years of age. ▪ Experience working with children in a daycare and or playgroup setting. ▪ Must have a genuine interest in the welfare and safety of children; be patient, caring, cheerful and flexible. ▪ Should be physically capable of holding or carrying a small child. ▪ Good written and verbal communication skills in English and an understanding of one or more languages. ▪ The following documentation is a mandatory requirement for this position: <ul style="list-style-type: none"> ▪ Current Police Record Check including Vulnerable Screening (completed with the last 90 days). ▪ CPR & First Aid certificate. ▪ Proof of up-to-date immunizations including tetanus immunization and TB test. ▪ Must demonstrate flexibility and adaptability; responsible, reliable, self-motivated and detail-oriented. ▪ Respect confidentiality at all times. ▪ Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity. ▪ Ability to take direction from staff at all levels. ▪ Must complete all required volunteer orientation and training sessions. 	

Note: This description is intended as a guide to reflect the principal functions of the role. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.