

Playgroups Assistant - Volunteer Position

Robinson Reserve Neighbourhood House

Early Years Program

The Early Years Program at Robinson Reserve supports the Australian Government's Early Years Learning Framework. The Program has a strong emphasis on play-based learning, based on the philosophy that play is the best vehicle for young children's learning and provides the most appropriate stimulus for brain development. The program also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development of children aged 0 - 6 years.

The role of the Playgroup Assistant is to assist the Early Years Coordinator in the running of the Early Years Services at Robinson Reserve and provide support to Playgroups currently operating within the Program. You will be assisting in preparing and supporting play based activities for children during play sessions. These playgroups include a community playgroup, a three year old structured playgroup (similar to kindergarten in that it will be taken by a trained Children's Services leader, but parents remain with their children). Playgroups provide a great opportunity for children aged 1-5 years (and carers) to participate in a range of social and creative activities.

Specific tasks, responsibilities and duties:

- Ability to follow policies and procedures of the Early Years Services
- Provide assistance to the Early Years 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, 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 Early Years 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

Skills/Experience Required:

- Experience with children 0-6 (personal or professional)
- Creativity and imagination in developing children's play based activities
- Ability to relate to young children
- Ability to work as a team player
- Knowledge of developmental stages of children 0-5 years
- Have sound knowledge and understanding of Early childhood developmental stages
- Ability to multitask effectively and efficiently
- Maintain a high standard of quality care

Personal Attributes (required):

- Must love kids and enjoy challenges
- You have a sense of humour
- You are a team player

Availability:

The role is based at the Robinson Reserve Neighbourhood House,
104A Reynard St, Coburg.

Days: 2 per week

Times: 9am - 12.30pm Tue/Wed

Other Requirements:

Working with Children Check

Probation Period:

This position commences with a three month probationary period.

Reporting Coordinator:

Coordinator: Rebecca Heffeman