

Volunteer/Student Role Description EarlyON Child and Family Centre

PURPOSE: To support program staff in preparing & delivering family centered, community programming in a flexible drop-in and fairly unstructured setting. The EarlyON Child and Family Centre focuses on the family as holistically and emphasizes the importance of early learning experiences while supporting the overall well-being of a child and their family.

REPORTS TO: Coordinator at EarlyON CFC – 4110 Lawrence Ave. East

SKILLS/QUALIFICATIONS:

- Experience in working with children 0-12 years of age and their caregivers.
- Safe food and handling certificate is an asset but not mandatory
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities is a must
- Good communication and interpersonal skills
- Understanding of the services offered at SCHC will be an asset
- Ability to work in fast-paced, busy at times environment
- Follows directions and requests respectfully
- Prioritize and handle multiple tasks
- Good computer operations (MS Office) skills would be an asset
- Reliable, trustworthy, patient, and punctual
- Experience with data entry is an asset but not a must

RESPONSIBILITIES:

- Greeting and conversing with families/clients in a warm, positive and welcoming manner
- Follow proper hand washing and hygiene protocols
- Assisting staff with cleaning duties and following proper procedures (ie. sanitizing tables before and after program, disinfecting toys that are in use and/or mouthed)
- Food preparation for programs (eg. cutting fruit, cooking light meal/dinner)
- Assist with office and administration duties
- Answering phone calls, forwarding calls, and/or taking messages
- Supporting staff with setting up daily program activities pertaining to the program plans/calendars
- Helping conduct outreach for new events and projects by distributing flyers or reaching out to organizations in the community
- Maintain and respect confidentiality & conflict of interest policies at all times

ORIENTATION and TRAINING:

The basic orientation about the organization will be provided by the Coordinator of Volunteer Engagement SCHC Volunteer online training modules on HR Downloads will be sent. On the job training provided by the EarlyON Program Staff.

COMMITMENT:

- A commitment of a 3 to 4 hour shift (or more) once per week on a regular basis for a minimum of six months is requested. Focus is on Family Fun Night evening programming; requires 2:30pm to 6:30pm shift. Cooking skills, with experience is appreciated.

BENEFITS:

- Enhance interpersonal and communications skills.
- Network within SCHC and in the community.
- Gain an understanding of the work culture of non-profit organizations.
- Gain valuable work experience related to children and families.
- Contribute your time and experience to a community-based organization.
- Volunteer Hours letter can be provided on request after volunteering for at least 3 months.