

## **VOLUNTEER POSITION DESCRIPTION**

- Position:** **Early Learning Enrichment Volunteer**
- Location:** Locations available throughout the Region of Waterloo
- Purpose:** To provide support to a child or small group of children in licensed child care in building skills in all areas of development
- Responsibilities:** Assist children with problem solving skills through role modeling  
Promote relationship building skills - such as sharing, turn taking and making friends through role modeling  
Participate with, and support children during, individual and group activities, routines and transitions  
General supervision
- Boundaries:** Volunteers will not be alone with children  
Volunteers do not provide personal hygiene care
- Experience:** Experience working with children with diverse needs (developmental and mental health)  
Experience working with young children in play-based settings
- Knowledge:** Background/Courses – child development, diverse needs, psychology, family dynamics, trauma, wellness, childhood resiliency – an asset
- Characteristics/  
Skills:** Responsible, organized, flexible, ability to follow direction  
Creative, good problem solving skills  
Patient, nurturing, empathetic  
Special interests or skills welcomed (music, hobby, etc)
- Other Requirements:** Vulnerable Sector Police Records Check  
Provide 2 references  
Must be up to date on immunizations
- Risk Assessment:** Low

- Training:** Volunteers will attend agency and site-specific orientation  
Volunteers will complete on-line training in:
- Violence in the Workplace
  - Health and Safety 4 Steps
  - Accessibility for Ontarians with A Disability
  - Workplace Hazardous Materials Information System
- Various workshops throughout the year
- Supervisor:** Early Childhood Educator/Program Supervisor
- Availability:** Monday to Friday 8:00 a.m. – 5:30 p.m.
- Commitment:** Minimum of 2 hours per week for 3 months is required
- Benefits:** Make a difference in the life of a child  
Workplace experience  
Resume building  
Volunteer verification letter at end of placement  
Volunteer recognition and appreciation  
Have fun
- How to Apply:**
1. Complete and submit an application. Applications may be found in the volunteer section at [www.kwhab.ca](http://www.kwhab.ca)
  2. Attend an interview with the Volunteer Coordinator
  3. Complete screening requirements
  4. Receive notice of next steps