

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 3 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
 2. Attend an interview with the Volunteer Coordinator
 3. Complete screening requirements
 4. Receive notice of next steps