Volunteer Opportunity

Position title:	Playtime Assistant	**Commitment requested:**	Tuesdays 10:00am -12:00pm, Liverpool Thursdays 9:30am – 11:30am, Lakemba Friday 10:00am - 12:00pm, Fairfield Minimum commitment of one school term and fortnightly attendance required
Report to:	Community Engagement Coordinator	**Locations:**	Hilda M Davis Senior Citizens Centre – 185 Bigge St, Liverpool NSW 2170 Lakemba Public School – Alice Street, Wiley Park NSW 2195 Fairfield Public School – 68-82 Smart St, Fairfield NSW 2165

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

Social justice   – Equity and access for all
Diversity   – Respecting diversity and being non-discriminatory
Compassion   – Caring, empathy and respect for the dignity of others
Respect   – Co-operation and mutual respect

In delivering our services, we value:

Quality   – Dynamic, flexible and responsive service
Ethics   – Professional practices and accountability
Innovation   – Commitment to partnerships and excellence

Purpose:

Playtime is a weekly multicultural playgroup for parents and pre-school aged children which aims to address social isolation through developing local community networks. These groups aim to build confidence in parenting, life skills and improve English proficiency. Organised structured play activities aim to support and strengthen parent and child interaction, as well as prepare families to transition to preschool and school.

Playtime Assistants work alongside the facilitator to support the smooth running of playgroups by assisting with children's activities and set up and pack up of resources. For the Fairfield and Liverpool groups Playtime Assistants will be matched with parent/s and their preschool-aged children during playgroup to support their participation in activities. At the Lakemba group Playtime Assistants will work with preschool-aged children in supervised play and is for female volunteers only.

Specific duties and responsibilities:

- Support the facilitator to run children's activities
- Assist with set up and pack down of tables and chairs, play stations and materials for activities
- Assist by preparing and serving food for participants
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by Community Engagement Coordinator or delegate

Position Requirements:

Background checks	Working with Children Check ☒ Police Check ☒ Reference Check ☒ *(N.B. The police check will be paid for by SSI)*
Essential	- Experience or keen interest in working with parent/s and their preschool-aged children - Interest in early childhood needs and development - Interest in music, dance, arts and crafts - Understanding of parenting and resettlement issues including refugee journey
Desirable	- Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds - Early childhood and childcare services experience

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses, including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.
Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.
Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____Date_____

Volunteer program signature _____Date_____