

<b>Position title:</b>	Playgroup Assistant	<b>Times:</b>	Wednesdays 9.30 am – 12 pm on a fortnightly basis. A six month commitment is requested.
<b>Report to:</b>	Community Engagement Practitioner	<b>Location:</b>	Auburn Centre for Community, 44A Macquarie Road, Auburn

## About Settlement Services International (SSI)

Settlement Services International (SSI) is a leading community-based not-for-profit organisation that provides a range of services in the areas of refugee settlement, asylum seeker assistance, housing, multicultural foster care, disability support and employment services 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:

The Friendship Garden in Auburn offers newly arrived migrants, refugees and people seeking asylum access to a shared community space where people can connect with others, grow local and traditional food, and share and gain knowledge about gardening and permaculture.

The Friendship Garden Playgroup has been established, in partnership with Playgroup NSW, to support families, from Culturally and Linguistically Diverse (CALD) backgrounds who have pre-school aged children. Delivered in a structured playgroup setting, children engage in activities that promote social connection and creative expression, and help to develop their understanding of the environment. Playgroup Assistants help to connect participating families, prepare and serve food, set up and pack up resources, and provide language assistance.

### Specific duties and responsibilities:

- Support the facilitator to connect families with each other
- Support the facilitator with activities, such as water and Lego play, planting, arts & crafts
- Assist with organising and serving refreshments to participants
- Assist with set up and pack up of resources
- Support the facilitator with planning future playgroup activities
- Provide language support for clients in a relevant language (as required)
- Actively support SSI's vision and values

- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Community Engagement Practitioner and playgroup leader

## Skills, Knowledge & Experience:

<b>Mandatory Checks:</b>	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> <i>(These checks will be conducted by SSI)</i>  <i>In addition, for volunteers using own cars:</i> Drivers Licence <input checked="" type="checkbox"/> Comprehensive Car Insurance <input checked="" type="checkbox"/> Car registration <input checked="" type="checkbox"/>
<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Interest in music, gardening, fitness, arts, crafts and/or cooking</li> <li>• Knowledge of early childhood needs and development</li> <li>• Experience or keen interest in working with women and/or children</li> </ul>
<b>Desirable Requirements</b>	<ul style="list-style-type: none"> <li>• Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds</li> <li>• Proficiency in a relevant community language including Arabic, Farsi, Urdu and Tamil</li> <li>• Early childhood and childcare services experience</li> <li>• First Aid Certificate</li> </ul>

## Benefits:

**Reimbursement:** Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses.

**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 \_\_\_\_\_