

<b>Position title:</b>	Play Time Volunteer	<b>Times:</b>	Tuesdays, 1.00-4.00pm, weekly during school terms
<b>Report to:</b>	Community Engagement Practitioner, Community Engagement and Capacity Manager	<b>Location:</b>	Parramatta

## 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:

Playtime is a weekly multicultural playgroup for women and pre-school aged children. Playtime is a community engagement project that provides a space for women from refugee backgrounds to meet other women while their children are engaged in structured educational play. It hosts representatives from organisations and members of the community to deliver information regarding child health, fitness, budgeting and accessing services in the community. Playtime is fun and well-suited to women who are looking to establish connections with women and children.

## Specific duties and responsibilities:

*Can include one or more of the following:*

- Recreational activities – contribute to facilitating activities for both women and children at Playtime. Examples include knitting, cooking, fitness activities, music lessons, story time, crafts and English classes.
- Kitchen Assistance with tasks such as serving food, collecting and washing dishes, monitoring the tea / coffee station and cutting fruit.
- Provide interpreting support for clients in a relevant language (where required and applicable).
- Set up / Pack up tables and chairs, snacks, play stations and materials used for activities.
- Remain committed to and uphold the values of SSI

## Skills, Knowledge & Experience:

<b>Mandatory Checks:</b>	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/>
<b>Skills, knowledge and specialist expertise:</b>	<ul style="list-style-type: none"> <li>• Interpreting skills where needed (Farsi, Urdu, Tamil is desirable but not essential)</li> <li>• Interest in music, fitness, arts, crafts or cooking</li> <li>• Experience or keen interest in working with women and/or children</li> </ul>

## Benefits:

**Reimbursement:** Volunteers will be reimbursed for all public transport costs incurred while volunteering. Volunteers will also be reimbursed for mileage while using their own vehicle to travel to the volunteer work (volunteers will not be transporting clients in their own car).

**Reimbursement:** Volunteers will be reimbursed for all public transport costs incurred while volunteering. Volunteers will also be reimbursed for mileage while using own vehicle to travel to the volunteer work (volunteers will not be transporting clients in their own car).

**Training:** Volunteer induction and ongoing training is provided free of cost.

**Mailing List:** Volunteers will be included on SSI's internal mailing list where they will be kept up to date with volunteer opportunities, news about the achievements and contribution made by volunteers, job opportunities, and events that are occurring within and outside of SSI.

## Authorisation:

Volunteer Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Program Signature \_\_\_\_\_ Date \_\_\_\_\_