

## **Volunteer Position Description**

### **EarlyON Child and Family Centre**

**PURPOSE:** To support program staff and/or student placements in preparing for, delivering, and evaluating family centered programming. The EarlyON Child and Family Centre focuses on the family as a unit and emphasizes the importance of early learning experiences while supporting the overall well-being of a child and their family.

**REPORTS TO:** Coordinator at EarlyON CFC – 4110 Lawrence Ave. East. 416-847-4153

#### **SKILLS/QUALIFICATIONS:**

- Interest and passion in working with children 0-12 years of age and their caregivers
- Safe food and handling certificate is an asset but not mandatory
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities
- Good communication and interpersonal skills
- Excellent organizational skills
- Experience answering telephone calls in a friendly and professional manner
- Understanding of the services offered at SCHC will be an asset
- An ability to prioritize and handle multiple tasks
- Good computer operations (MS Office) skills would be an asset
- Reliable, trustworthy, patient, and punctual
- Experience with data entry will be an asset but not a must

#### **RESPONSIBILITIES:**

- Greeting clients in a warm and welcoming manner
- Follow proper hand washing and hygiene protocols
- Assisting staff with cleaning duties and following proper procedures (ie. sanitizing tables before and after program, disinfecting toys that are in use and/or mouthed)
- Engaging, conversing and interacting with families and children in a positive and meaningful manner
- Food preparation for programs (eg. cutting fruit)
- Assist with office and administration duties (ie photocopying)
- Answering phone calls, forwarding calls, and/or taking messages
- Supporting staff with setting up daily program activities pertaining to the program plans/calendars
- Helping conduct outreach for new events and projects by distributing flyers or reaching out to organizations in the community
- Keeping work and play areas clean and safe
- Maintain and respect confidentiality at all times
- Assisting with entering program attendance and data into software program CIMS
- Any additional tasks that are requested by Coordinator and/or staff
- Sign-in on Volunteer attendance sheets.

**ORIENTATION and TRAINING:**

The basic orientation about the organization will be provided by the Coordinator of Volunteer Engagement, SCHC Volunteer online training modules. On the job training provided by the EarlyON CFC Coordinator and/or staff

**COMMITMENT:**

- A commitment of a 2-3 hour shift (or more) per week on a regular basis for a minimum of six months is requested. Special Friday evening programming requires 3:00pm to 6:30pm shift.

**BENEFITS:**

- Enhance interpersonal and communications skills.
- Network within SCHC and in the community.
- Gain an understanding of the work culture of non-profit organizations.
- Gain valuable work experience related to children and families.
- Contribute your time and experience to a community-based organization.