



Volunteer Job Description

Job Title: Support Group Child Care Assistant

Job Availability: Wednesday Nights, 5:45 – 7:45, September 14th – November 16th

Requested Time Commitment: Ideal candidates can volunteer on a consistent on-going basis and commit to at least two nights.

Job Purpose

Volunteers are responsible to look after the younger children of the families in attendance while their parents or caregivers are in group. This allows the parents and families to really be able to devote their time and attention to what is being discussed during the support group.

Essential Duties and Responsibilities

- Greet/welcome children and families.
- Interact with children rather than just supervise.
- Ensure that each child is comfortable and well cared for during their visit.
- Maintain a safe, friendly environment for children.
- Assist with mealtime.

Volunteers should be prepared for intermittent periods of downtime when there are no children present

Required Knowledge and Skills

- Demonstrate aptitude and comfortability in working with children of all ages, backgrounds and behaviors in some cases.
- Demonstrate problem-solving and conflict resolution skills.
- Must respect and maintain confidentiality.

Work Experience

- Previous experience in working with children.

Other

- Age requirement is 19+.
- Must submit to a thorough criminal history background check.
- Must sign a client confidentiality form.
- Must complete HIPPA training.
- Dinner will be provided to volunteers.

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.