

## **Title: Fountain Play Center Volunteer**

### **Purpose:**

The purpose of a Fountain Play Center volunteer is to support the center in providing a safe and nurturing environment for children, and to assist in implementing activities and programs that promote their physical, emotional, and cognitive development. Volunteers may also assist with administrative tasks, such as record-keeping and communication with parents or caregivers.

### **Job Classification:**

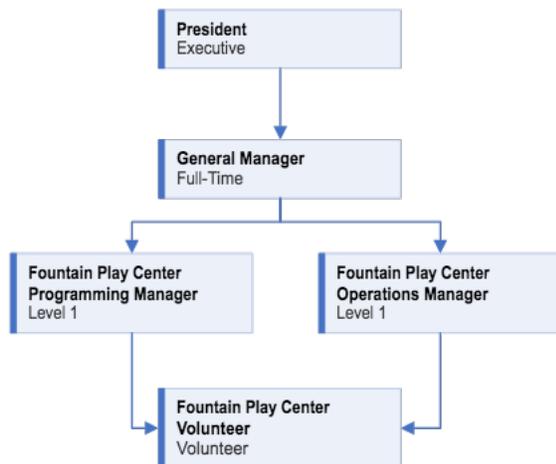
Volunteer

### **Compensation:**

This position is not compensated monetarily. Volunteers are expected to commit at least one hour per week on average. For every hour of volunteer work, volunteers receive one hour of free childcare.

### **Reporting and Supervision:**

This position is supervised, and reports to both the Fountain Play Center Operations Manager, and Programming Manager.



### **Duties and Responsibilities:**

#### *Essential Duties*

Ensure that the children under your care at the FPC are protected and kept safe at all times.

Never leave children unattended or with unauthorized persons.

Keep children on authorized areas of campus at all times.

Follow all childcare instructions established by FPC policies and individual childcare instructions established by parents/guardians and/or FPC managers. Adhere to behavior management policy, and any other applicable policies.

Be sure that all children are changed and fed regularly in accordance with any instructions established by the parents/guardians and the FPC managers.

Ensure continuity of expectations and help children understand appropriate behavior.

Maintain confidentiality and respect the privacy of others.

#### *Other Duties*

Be on time and prepared for all scheduled volunteer sessions.

#### *Key Responsibilities*

Alert the FPC managers at least 24 hours in advance if you will be unable to make your scheduled volunteer session.

Ensure the FPC managers always have your current contact information.

Attend all volunteer meetings scheduled by the FPC managers, unless other arrangements have been made.

Alert the FPC Managers to any problems at the FPC before discussing problems with parents/guardians and/or volunteers.

#### *Governance and Service*

There are no governance or service responsibilities with this position.

#### **Required Qualifications:**

The person in this role must pass an enhanced criminal background check, vulnerable sector check, and child abuse registry check.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Hold or be able to obtain First Aid, CPR and AED certifications.

#### *Experience*

No prior experience required.

#### *Knowledge, Skill and Abilities*

Ability to apply behavior management equitably and consistently.

Ability to set clear boundaries and give logical consequences

Be able to communicate with young and non-verbal children.

#### *Behavioural Competencies*

Passionate about providing quality childcare and promoting health and supported development.

Be patient, kind, honest and have a positive attitude.

Be able to work with diverse families, from a variety of backgrounds and parent/guardianship arrangements.

Ability to work in a team and collaborate with others.

Flexibility and adaptability to changing circumstances.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Previous experience working in a childcare setting.

Experience with working with neurodivergent children.

**Mental/Physical Effort and Working Conditions:**

The Fountain Play Center is a single classroom offering short term childcare for children between 12 months and 5 years of age. The center typically has up to 6 children at any given time, with a ratio of 2:1 children to teachers or better at any given time.

The environment is noisy, and fast paced with children routinely expressing a wide range of emotions. The role involves standing, holding children for extended periods, bending, stretching, sitting on the floor and kneeling. The role also involves caring for children's physical needs, including diaper changes, and feeding.

This position also involves manage the behavior of multiple children in their care, which can be challenging and require a lot of patience and communication skills.

People in this position will also need to multitask, ensuring a safe, clean and sanitary environment is maintained, while keeping children engaged, and recording relevant information in their records.

This environment can be mentally and physically challenging, though the work is also rewarding, as children receive quality care enabling their parents/guardians to attend class and study.

Persons of all physical abilities are welcomed, please let the programming and operations managers know of any accommodation you require to participate fully in this role.