



Volunteer Position – Infant & Toddler Care Assistant

Care Home Parenting Program

Purpose / Objective	To provide a safe, positive and engaging environment for babies and tots while their mothers are involved in program activities. The childcare aspect of the CHPP program allows time for mothers to concentrate on self-care and life skills while knowing their children are properly cared for. The children benefit from contact with other children and adults.
Location	CHPP Room - 1240 Yates St. Victoria, BC V8V 3N3
Key Responsibilities	<ul style="list-style-type: none"> • Arrive prepared for the day's activities • Prepare room for crafts, games or other activities • Check child minding sign-up sheet (If there are no children signed up, talk to a staff member about other tasks that could be performed) • Ensure that mothers sign their children in and out • Provide supervision of the children, ensuring you are considering the health and well being of all children as the highest priority • Be alert and responsive to each child's physical, emotional and social needs • Be a positive role model for all children, using appropriate language and modeling in all areas • Be actively involved with the children at all times • Be informed of the children participating in the program, including specific information such as allergies • Facilitate positive and professional relations with the program participants, staff and volunteers • Communicate to parents appropriate and relevant information concerning their child at pick-up time • Treat complaints and concerns of participants with respect and report them to a staff member • Document any behavioural changes or challenges, incidents or other issues that arise in the appropriate communication log • Sanitize toy surfaces putting away all toys and/or craft supplies • Complete time sheets • Communicate planned and unplanned absences with the program staff
Qualifications	<ul style="list-style-type: none"> • 19 years old or above • Passion for early childcare (experience an asset) • Enthusiastic and committed person who is a positive role model • As part of the application process you will be asked to complete a criminal record check and supply two references



Boys & Girls Club
Services of Greater Victoria

Time Commitment	<ul style="list-style-type: none">• Be available for 2-3 hours per week when programs are run• Six month commitment preferred
Training / Support provided	<ul style="list-style-type: none">• Agency and program specific orientation• Access to in-house training such as First Aid and Food Safe, as offered• On-going supervision and support from Program supervisor and Volunteer Coordinator
Benefits	<ul style="list-style-type: none">• Develop skills and experience (letter of reference can be supplied)• Experience personal growth, learning and rewards• Be part of a positive change in your community• Volunteer appreciation program
Supervisor	CHPP Program staff member
Contact	Sarah Hancock – Volunteer Coordinator or Shannon Hepburn – CHPP
Telephone	(250) 384-9133
Email	shancock@bgcvc.org or shepburn@bgcvc.org
Website	http://www.bgcvic.org/volunteer/info_and_application.htm