



Childcare Position Description

Position Title: Childcare Volunteer

Position Type: Direct Client Services

Purpose: Volunteer will assist in day or evening childcare during service provider meetings, support groups and when guardians have appointments, interviews or other needs. We greatly appreciate your support in this role. Individuals are better able to complete items on their action plans when they are provided with childcare to support their efforts.

Location: Childcare volunteers will provide childcare onsite at the shelter. Guardians may or may not remain on site during childcare shifts. A childcare agreement between the guardian and the volunteer will be signed to outline the terms of childcare. Childcare volunteers under the age of 18 will provide childcare only when the guardian is able to remain onsite.

Key Responsibilities:

- Checking in 15 minutes before shift begins to arrange materials, meet guardians and discuss important information about children (ex. Parental guidelines, allergies)
- Supervise and facilitate age appropriate activities for children
- Prepare activities to do with the children including arts and crafts, games, educational exercises etc.
- Review Childcare Agreement form and address snacks and diaper changing if needed
- Clean and de-clutter area after childcare is over
- Take responsibility of children enrolled in childcare in the event of an emergency unless under the age of 18.
- Documenting volunteer hours as instructed

Supervised By: The Volunteer Coordinator

Time Commitment: Minimum of 2 shifts per month

Physical/Age Requirements: 16 years or older

Qualifications: CPR/First Aid preferred

Training Required: Minimum of 24 hours of domestic violence related training including volunteer orientation prior to start

Annual Training Required: 16 Hours of domestic violence training is required annually after the initial 24 hours of training

Dress Code: Casual