



Mission

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

Job Title	Playgroup Assistant for (1) Drop-in Tiny Tykes Playgroup and / or (2) Early Learning Playgroup				
Program Area	Recreation	Length of Commitment	6 month min. Sept. 15 th – Dec. 15 th , Jan 5 th – June 29 ^h	Hrs/wk	3 hrs/wk Mon / Tues / Thurs /Fri 9am-12pm
Position Summary (1-2 Sentences)	The Playgroup Assistant helps the facilitator to set-up, run and clean-up after the Caregiver Playgroup. The “Tiny Tykes” group run Mon, Tues, Thurs & Fri from Sept to June. The Early Learning group is on Friday only and runs from Oct to May. Volunteers will be asked to work at least one morning per week.				
Duties	<ul style="list-style-type: none"> • Arrive in centre by 9 am, help facilitator set up room, tables, toys, crafts, and any additional activities. • Help facilitator prepare and distribute snack. • Play with children and/or help with a particular activity. • Help clean up after playgroup. 				
Impact of Position	The Drop-in Playgroup provides an opportunity for children and their care-givers to come together for play and socialization. The Assistant helps ensure a well-run group which will support and nurture connection between participants and provide a healthy, stimulating environment for the child.				
Training and Support	<ul style="list-style-type: none"> • Volunteer Interview and Orientation • Volunteer Handbook • On-the-job training, support and supervision 				
Benefits	<ul style="list-style-type: none"> • Play with children and families in a fun environment! • Build/use your skills working with children • The opportunity and support to work on and develop particular skills you might wish to build 				
Skills and Qualifications	<ul style="list-style-type: none"> • Criminal Record Check • strong communication skills 				
Experience Required	<ul style="list-style-type: none"> • Any experience with young children ages 0-5 considered an asset 				

Main Contact: Hazel Lyder, Community Development Coordinator

Email: community@oaklandsca.com

Direct Supervisor: Beverly Coe, Playgroup Facilitator

Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House
2629 Victor Street, Victoria BC V8R 4E3