



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. 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: Erin Henneberry, Programs Coordinator

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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
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