



Volunteer Position Description Child Care Assistant

Position Description

Position: Child Care Assistant (Child aged 0-6 years old)
Program: Mother's Choice, Child Care Home
Location: 5 Bowen Road, Mid-Levels

Position Objectives

To assist in the provision of quality child care at our Child Care Home for children who are awaiting their permanent families.

Commitment

- Must commit to one fixed 3-4 hour shift once a week for at least 6 months
 - Eg. Every Monday 8am-11am
 - Please note your desired shift may not be available for some time

To ensure the highest level of commitment and care to our children, the process to become a Child Care Assistant is as follows:

1. Attend a "Get to Know Mother's Choice" Information Session
2. Attend Child Care Information Session
3. Attend Child Care Orientation
4. Commit to one fixed 3-4 hour shift every week
5. Complete 3 months of probation before continuing

Key Responsibilities

- Work with both staff and volunteers to assist in the direct provision of child care and to foster a loving and welcoming environment for the children.
- Play with, care for, and talk to children, offering them comfort and respect.
- Assist staff with taking care of the children which will include changing nappies, help with feeding (set up and clean up) and bottle feeding babies.
- Engage in individual and group activities with the children such as reading stories, playing music and games.
- Accompany them to school (toddlers) or doctor's appointments, when required.
- Assist staff with clean-up and general maintenance of the childcare area.
- Develop and create positive relationships with individual babies, staff and other volunteers.
- Attend volunteer team orientations and training sessions.
- Be present and on time for scheduled shifts.

Key Selection Criteria

- Experienced and enthusiastic, together with patient and compassionate, for working with babies and young children.
- Capacity to engage with and appreciate people from diverse cultures and backgrounds.
- Ability to work as a team to provide the best for the children.



- Have a personality that displays flexibility and patience.
- To represent the interest of Mother's Choice, not your own.
- Maintain confidentiality.
- Be willing to learn and undertake training.
- To welcome supervision and to ask for support when needed.
- Enjoy working in a busy environment.

Other Requirements

- All volunteers will be required to read and sign the Volunteer Job Description, Service Policy and Confidentiality Agreement prior to commencing.
- All volunteers will undergo a 3-month Probation Period; a reference check will also be required.
- Attend orientations and trainings required for program.
- Volunteers are expected to wear neat, causal and appropriate dress at all times.
- The Volunteer Coordinator will maintain regular contact with volunteers involved at the Child Care Home

How to apply

If you are interested in this position, please email us at mcvolunteers@motherschoice.org.