

MFRC Volunteer Job Description

Program Area

Deployment Program

Position Title

Deployment Childcare Volunteer

Purpose of the Position

Under direction of the supervisor of the program to which care is being provided, the Deployment Childcare Volunteer will assist in the provision of a safe, quality and supportive care environment for children of military members in keeping with the Community Care Facility Act, CRD Regulations and related Base directives.

Responsibilities and Activities

- Provide childcare to children as appropriate to the guidelines and structure of the program.
- Maintain acceptable levels of hygiene and equipment cleanliness at all times.
- Keep Casual Childcare Supervisor informed of program concerns, concerns of parents, and issues regarding children, as appropriate.
- Setting up and taking down of equipment as required
- Assist with any tasks required in order to help provide quality care to the children including hygiene requirements, cleaning and disinfecting toys and equipment, assisting with games and crafts, caring for crying babies, etc.
- Provide care 15 min before the program begins until 15 min after the program is officially ended, unless otherwise directed by the supervisor. If the volunteer is the only care giver on site and the parents are also on site(in the building), the children may be taken directly to the parents after the final 15 min are completed.
- Volunteers are responsible for knowing where emergency numbers are kept; what the CRD regulations are regarding Casual Childcare, discipline & guidance, the drop-in regulations; and the MFRC Casual Childcare policies.

Qualifications

- Some experience working with preschool aged children
- Enthusiasm and energy
- Ability to work with minimal supervision
- Ability to maintain the discipline policy of the program

Training and Supervision to be provided

- Orientation to tasks and on going supervision
- Training opportunities where applicable

Evaluation

- Formal evaluation as required
- Ongoing feedback from supervisor and/or coordinator.

Time Commitment

- During Deployment program hours evenings and weekends as often as volunteer is available and is needed
- At other times to be arranged for meetings, support networks, briefings etc., these may be weekends or evenings

Location

CPAC MFRC

Benefits

- Be a kid again!
- Letter of reference
- Can earn volunteer hours towards ECE program
- Training opportunities
- Invitation to organization's formal recognitions
- May earn hours of childcare for their own children
- May bring their own children with them (under the age of 6)

To Apply

Go online to <http://www.esquimaltmfrc.com/volunteering/application.php> Any questions can be directed to Sandra Pinard or Jackie Carle at 250-363-2640.