



## VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	Parent and Tot Program Assistant
<b>AVAILABLE POSITIONS:</b>	2 or 3 Volunteers
<b>EFFECTIVE DATE:</b>	February 4, 2025
<b>DEPARTMENT:</b>	Recreation
<b>REPORTS TO:</b>	Connected Community Coordinator

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### OBJECTIVE

The Parent and Tot program assistant help program leader to facilitate Parent and Tot Drop-In program at Wesbrook and Old Barn Community Centres. Parent and Tot is one of the UNA's most popular programs, allowing young children opportunities for physical and social skill development, as well as fostering connections between parents and caregivers in the community. This program meets on Tuesday & Thursday mornings at the Wesbrook Community Center and on Sunday mornings at the Old Barn Community Center.

### OVERALL GOALS FOR THE POSITION

1. Create a welcoming and inclusive environment for young children and their caregivers.
2. Support and assist Program Instructor with set up and set down for the program

### ROLES AND RESPONSIBILITIES

1. Set-up and take-down of gym at Wesbrook Community Center and/or meeting room at the Old Barn equipment and toys.
2. Maintaining a tidy and organized storage space
3. Ensure safety of participants, including cleaning and maintaining equipment

### REQUIREMENTS:

- Must be age 16+
- Fluency in English.
- An interest in Early Childhood Education and promoting a positive group social experience.
- Able to speak a second language is an asset.
- Heavy lifting of up to 30 lbs.
- Enthusiasm and patience.
- Must obtain a Criminal Record Check with Vulnerable Sectors Clearance prior to starting (online link or request letter will be provided)

### ROLE PARTICULARS

- Tue & Thu from 9:00 am – 12:00 pm at the Wesbrook Community Centre; Sun 9:00 am – 12:00 pm at the Old Barn Community Center
- This is an excellent opportunity for friends to volunteer together.

Please send a letter of interest to [volunteer@myuna.ca](mailto:volunteer@myuna.ca)

**Application Deadline:** Open until filled.