



VOLUNTEER ROLE DESCRIPTION

POSITION:	Parent and Tot Program Assistant
AVAILABLE POSITIONS:	2 or 3 Volunteers
EFFECTIVE DATE:	September 7, 2025
DEPARTMENT:	Recreation
REPORTS TO:	Connected Communities Coordinator

OBJECTIVE

The Parent and Tot program assistant supports the Program Leader in facilitating the Parent and Tot Drop-In program at either Wesbrook or Old Barn Community Centre. Parent and Tot is one of the UNA's most popular programs, allowing children aged 5 and under opportunities for physical and social skill development, while helping parents and caregivers build connection within the community. This program runs on Tuesday & Thursday mornings at Wesbrook Community Center and on Sunday mornings at 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 &/OR Thu from 8:45 am – 11:30 am 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 gillian.bobert@myuna.ca

Application Deadline: Open until filled.