



## **CALGARY IMMIGRANT WOMEN'S ASSOCIATION**

### **VOLUNTEER POSITION DESCRIPTION**

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**TITLE:** Childcare Team Volunteer

**DEPARTMENT:** Language Training and Childcare Department

**REPORTS TO:** Childcare Services, Program Coordinator

Volunteers in this role will have the incredible opportunity to invest in the lives of children from 6 months – 6 years old. Volunteers will provide needed support to childcare workers through play, games, enriching activities, and more. Volunteers will find satisfaction knowing their time is well spent and that mothers have peace of mind knowing their children are in a safe and nurturing environment.

#### **SUMMARY OF POSITION**

This program helps immigrant women access CIWA's services without facing the barrier of finding childcare. The time commitment is 3 months minimum for one shift or two shifts a week. Shifts are available Monday to Friday from 9:00am-12:00pm, 1:00pm-4:00pm, 5:00-8:00pm or Saturday 9:00am-3:30pm.

#### **DUTIES AND RESPONSIBILITIES**

- Provide tender care for the children of CIWA's clients
- Provide learning experience through play
- Provide support to Childcare team staff to meet the children's needs through arts and crafts, snack time, washing/disinfecting dishes, toys, equipment, etc.
- Follow staff instructions and protocols
- Volunteers are not to be alone with a child

#### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

#### **QUALIFICATIONS**

- 18 years or older
- Negative Tuberculosis Test results or proof of Immunization
- Proof of Tetanus Vaccination
- Previous experience with children 6 months – 6 years is mandatory
- Must possess a minimum CLB 5 in spoken English
- Must be alert, open- minded, enthusiastic, and have a passion to support children

If interested, please contact:

Volunteer Program: Debra Colley

Direct Line: 403-517-8830

E-mail: [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)