

The following details the tasks that you will be performing as an authorised volunteer with Glenrock Anglican

Role: Playgroup Helper/Assistant

Volunteer Role Category: Category 3 Volunteer - General Church Worker

Objectives: To support a safe, structured, and conducive environment for children and parents to express themselves and learn and grow while extending our baptismal promise to help nurture the young in their life of faith.

Location: St Martin's Kahibah – **Glenrock Anglican Church**

Days Required: Monday during school term

Hours per day: 2

Supervisor: Playgroup Leader

Please contact your supervisor in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

Duties and Responsibilities:

- Maintain a safe environment for all participants
- Ensure a child safe environment with adequate child to adult ratios
- Undertake training relevant to the role
- Be aware of mandatory reporting obligations and adhere to these.
- Manage the building set up for children's activities, and return the building to its previous set up after use (including clean up)
- Communicate regularly with your supervisor, reporting any concerns in a timely fashion
- Support and implement a programme of activities relevant to the age and ability of the group members and the context of the children's ministry
- Engage with children and their parents in appropriate activities and ensure adults are not alone with a child other than their own
- Know and pray for specific children's and family needs
- Other duties as required by the incumbent, that are within the capabilities of the volunteers 'skills and experience
- Ability to work in a team and under the direction of the rector/priest in charge/locum priest if applicable
- Adhere to the Parish Safety Policy and the Dioceses' commitment to the NSW child safe standards

Individual Qualities and Expectations:

- A baptized believer who regularly attends parish worship
- Willing to work with the curriculum provided or another approved resource
- Strong organizational and time management skills
- Good communication and teaching skills
- Ability to relate to children and understand their learning abilities
- Ability to share knowledge of faith and scriptures and to set a positive example
- Dependable
- Clear communicator
- Respectful to others
- Fair, kind, honest and discreet
- Acts with integrity
- Supportive of others