



Volunteer Role Description

Position Title: *Children's Program Assistant*

Program Needs & Time Commitment:

STEP Program:

Specific Time:

Monday – Friday, 10:30AM – 11:30AM

Duration (Weeks/Hours):

Ongoing

After School Program:

Specific Time:

Wednesday, 3:30PM – 4:30PM

Duration (Weeks/Hours):

Ongoing

Evening & Weekend Support:

Specific Time:

Weekdays, After 5PM & Weekend Days

Duration (Weeks/Hours):

Ongoing

Purpose of the Position:

Under the supervision of our Children's Program Team, you will provide positive, fun, interactive activities and positive role modelling for children and teens in shelter and/or community counselling programs.

Duties:

- Provide supervision and care to children in the playroom and shelter
- Help to plan and execute enriching recreational activities for children
- Provide respite for shelter residents as the need arises
- Supervise meals and clean up times
- Provide a safe and caring environment for the children
- Complete alternate activities as assigned by program coordinators when children are not present for shifts
- Adhere to organizational policies
- Maintain strict confidentiality at all times





Skills and Experience:

- Knowledge of domestic violence and the effects on children considered an asset, as well as an awareness of Nova Vita's programs and services
- Ability to work cooperatively and professionally with other volunteers, staff and the public
- Patient and understanding with children
- Good verbal communication skills
- Demonstrated ability to plan and execute age appropriate recreational activities
- Capable of maintaining professional boundaries and confidentiality at all times

Benefits:

- Flexible work schedules and a great team atmosphere
- Orientation and ongoing training provided
- Develop new skills, engage with your community and enrich your appreciation of working for a charitable organization

Training Required:

Children's Program Assistant must attend the volunteer orientation to better understand the organization's mission and programs and services offered.

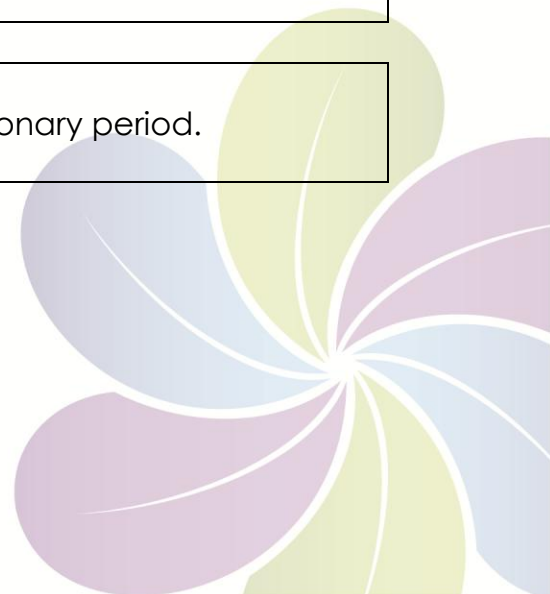
Length of Assignment:

The Children's Program Assistant Volunteer role will require a commitment of at least 6 months (minimum).

Probationary Period:

This volunteer position will require a two-month probationary period.

Nova Vita Domestic Violence Prevention Services





NOVA VITA
Help • Hope • Heal

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p: 519-752-1005 • f: 519-752-0811

Internal Use Only

To Be Completed Upon Volunteer Application Approval

Supervisor's Contact Information:

Name & Title: _____

Email: _____

Phone: _____

On-Boarding Dates:

Orientation: _____ Training: _____

Signatures:

Name of Volunteer: _____ Signature: _____

Name of NV Staff: _____ Signature: _____

Nova Vita Domestic Violence Prevention Services

Emergency Shelter • Transitional Support and Housing • Children's Programs • Family Programs
Community Counselling • Challenge to Change • Community Engagement • Closet Couture Boutique
Registered Charitable Tax # 10777 1727 RR0001

