

Description of Volunteer Role
Community Engagement and Skills
Development



marymead
 children • families • community

Position Title	Boundless Buddy
Reports to	Boundless Buddies Co-ordinator
Program/Area	Autism Centre
Location	Boundless Playground, Parkes
Position No.	VMABB2
Description of Project/Purpose of Assignment:	
<p>Marymead has been operating in the Canberra and surrounding NSW regions for over 50 years, delivering therapeutic and support services to meet the needs of children, young people and families in the community. We have a justifiable reputation for the delivery of high quality services to support vulnerable children, young people and families.</p> <p>Held at the Boundless Playground, the Boundless Buddies program commenced in April 2017 and provides fun and therapeutic play activities for children of all abilities and their parents, grandparents and carers. The program is regularly visited by as qualified professional able to provide information and support to parents whilst their child (or children) enjoys the activities.</p> <p>We are after a dynamic person to help assist staff during Boundless Buddies sessions.</p>	
Outline of Volunteer’s Responsibilities or List of Tasks	
<p>Led by paid staff, the successful volunteer will be required to assist with:</p> <ul style="list-style-type: none"> • Set up and pack up • The care and safety of children during sessions • Assisting children (where required and appropriate) • Interacting with the children (as appropriate) • Other tasks as required 	
Outcomes/Goals:	
<p>To know that things are going well, we will:</p> <ul style="list-style-type: none"> • See that the children are safe and content • See you developing a rapport with the children and staff • See you assisting with the set up and pack up of activities • Receive positive feedback from participants and/or their parents 	
Training and Support Plan:	
<p>You will be required to attend:</p> <ul style="list-style-type: none"> • An interview with Community Engagement and Skills Development Unit Manager and the Student Placement and Volunteer Coordinator. This will also allow you ask any further questions and learn more about the program • Any other specific orientation and induction conducted on the first day of the role <p>Any additional role related information will be provided to you as required.</p> <p>Parking closest to the playground is limited. There is additional timed parking across Parkes Way with access via an</p>	

overpass.

If you require additional support or have any concerns, you will have access to the:

- Boundless Buddies Coordinator
- Community Engagement and Skills Development Unit Manager
- Student Placement and Volunteer Coordinator

Reporting:

On arrival, you will report to the Boundless Buddies Coordinator for instruction about the day's tasks.

Report any accidents, incidents or concerns during the session to a staff member.

Time Commitment:

We require someone Monday mornings from 9:30am until approximately 12:00pm. If you are unable to attend you are required to contact the Boundless Buddies Coordinator.

As Boundless Buddies runs during school holidays and on public holidays the Boundless Buddy role includes these days also. There is a break during the period between Christmas Eve and New Year's Day inclusive.

Qualifications, Experience, Qualities or other requirements:

This role would suit someone:

- With qualifications and/or experience in child care and/or Early Childhood Education
- Who enjoys working with children (or an interest in)
- Comfortable around children and young people who may be affected by disability
- Who is able to be on their feet for at least two hours
- Working part-time or no longer working

To be considered for this role you will be required to have a satisfactory police check (undertaken by Marymead) and a current Working with Vulnerable People Card.

It is advisable to bring a hat for those days that are warm and/or sunscreen and a bottle of water.

Benefits:

The benefits of this role include:

- Being a part of a friendly and supportive team
- Keeping your skills fresh
- Having the capacity to spread awareness about the Marymead programs within the community
- Meeting new people
- Knowing you are helping with reducing barriers to accessibility for parents
- Knowing you are assisting in our capacity to deliver our programs and have helped ease the pressure of our workload
- A smoke-free environment

Date Developed	Student Placement and Volunteer Coordinator 23 Jan 18
Date Reviewed	Boundless Buddies Coordinator 23 Jan 18
Date Appoved	Unit Manager, Community Engagement and Skills Development Xx xxx 18