

VOLUNTEER OPPORTUNITY

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| Volunteer Position | Childcare Volunteer | | |
| Department | Children and Youth | | |
| Supervisor | Caroline Laurin, Coordinator, Health, Fitness and Recreation | | |
| Status | 3 hours per week + Monday, Wednesday, Friday from 8:30 to 10:30 a.m. (Subject to changes) | Centre | Pointe-Saint-Charles |

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| Function |
| The Childcare Volunteer aids with the YMCA babysitting service, a complimentary service that provides care for children, aged 8 weeks to 5 years, while their parents participate in YMCA activities. The volunteer participates in the animation of activities, such as games, crafts, and stories. The volunteer assists with the supervision of the children and ensures their safety and wellbeing. |

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| Benefits |
| <ul style="list-style-type: none"> ▪ Have a positive impact on the local community ▪ Gain experience working with children ▪ Opportunities for personal growth and development ▪ Develop communication and interpersonal skills |

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| Responsibilities |
| <ul style="list-style-type: none"> ▪ Creates a safe and welcoming environment for all children ▪ Assists in providing care of children ▪ Assists children with games and recreation ▪ Actively participates in recreational games and activities ▪ Serves prepared snacks as instructed by the parent ▪ Replaces toys and other materials after use ▪ Assists with routine housekeeping and verifies that the facilities are left clean and secure ▪ Enforces the reservation policies of the babysitting service ▪ Monitors the activities to ensure the safety and wellbeing of all children with the enforcement of safety rules and regulations ▪ Immediately notifies the Coordinator of any damaged or broken equipment, or equipment that may present a danger to participants ▪ Upholds an open communication with the Coordinator ▪ Reports <i>all</i> accidents or injuries to the Coordinator, no matter how minor ▪ Relays all complaints, issues and problems to the Coordinator |

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| Expectations of the Volunteer |
| <ul style="list-style-type: none"> ▪ Promptly notifies the Coordinator in the event of an absence from a scheduled shift ▪ Upholds the core values of the YMCA ▪ Abides by the YMCA Child Protection Policies and Procedures |

Job/Association-Related Requirements

- Bilingual - spoken
- Previous volunteer and/or work experience with children
- HeartSaver/CPR Certification

Competencies

- *CHILD AND YOUTH FOCUS*: Commits to assisting growth and development among children and youth.
- *CONCERN FOR HEALTH & SAFETY*: Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *CREATIVITY & INNOVATION*: Develops new ways or adapts existing ideas to help achieve desired results.
- *INTEGRITY*: Demonstrates responsible behavior at all times and maintains high ethical standards.
- *SELF-MANAGEMENT*: Works independently with minimal supervision.
- *TEAMWORK*: Actively builds teams and encourages open relationships for maximum organizational effectiveness.

If you are interested in this volunteer opportunity, please send your application (CV and cover letter) to:

To: **Caroline Laurin, Coordinator of Health, Fitness and Recreation**
Email: caroline.laurin@ymcaquebec.org Fax: 514-935-1787