

Position Title	Volunteer Child Minder - Female
Version Date	April 2022
Reports to	Volunteer Coordinator
Availability	1-2 hrs weekly or ad hoc*/ 4-6 months
1. VOLUNTEER OPPORTUNITY	
This document describes the general nature and level of volunteer work being performed and is not intended to be an exhaustive list of all responsibilities, duties or skills required.	
2. ORGANISATIONAL CONTEXT	
Emerge is a specialist family violence service located in Victoria's Southern Region. The organisation offers a diverse range of accommodation and support to women and women with children experiencing family/domestic violence.	
3. SCOPE	
The Volunteer Child Minder will support our clients by providing childcare in the home setting for children aged between 0 – 12 years old. Delivering a safe and caring environment for one or more children the Child Minder will have all relevant qualifications, training and experience required for this role. They will spend time engaging with the child/children through play, reading, games and sports, whilst being a positive, kind role model. Female applicants need only apply. * During Family Court appearances the child-minding session may run for longer	
4. RESPONSIBILITIES	
<ul style="list-style-type: none"> • Create a safe, fun environment for the child indoors and outdoors • Always monitor the child • Interact positively with the child to nurture their confidence and self-esteem • Assist with any parts of the daily routine that need to occur during your time with the child • Plan and coordinate activities for the child • Minimal time to be spent on screens where possible • Maintain contact with the mother/primary caregiver, ensuring you can contact them in an emergency 	
5. KNOWLEDGE, SKILLS & EXPERIENCE	
<ul style="list-style-type: none"> • Patient and compassionate with great listening skills • Aware of Family Violence impacts and the ways trauma can present in women and children • Ability to interact with children from cultural and linguistically diverse backgrounds • Experience working with children in a childcare setting • Great communication and rapport building skills • Understanding the privacy and confidentiality requirements at Emerge • Current First Aid Training – including CPR • Qualified in any of the following: <ul style="list-style-type: none"> ○ Studying or current Certificate III in Early Childhood Education and Care ○ Studying or current BA in Education ○ Retired Teacher ○ Afterschool care worker 	
6. BENEFITS	
<ul style="list-style-type: none"> • Being part of a community creating change in Family Violence • In-house and on-line training • Gaining experience in the Social and Community and Not For Profit sectors 	
7. APPROVED	Paula Westhead, Executive Officer

