**Role:** Admin Volunteer - Kindergarten

**Reports to:** Kindergarten Team Leader

**Purpose:** Volunteering in a Kindergarten is a way in which you can participate in the activities of your community. A Kindergarten volunteer will always be with a Kindergarten Educator. The role of the volunteer is to support the Educator in the delivery of a high quality, age appropriate kindergarten program for children enrolled in the Centre.

**Department/Unit overview:** Wyndham City Kindergarten Services provides high quality programs to the community. With an innovative, play-based focus on early childhood education, Kindergarten Services is an exciting place to volunteer.

**Wyndham City:**

**Vision** – Diverse People, One Community, Our Future

**Mission** – We strive to serve the best interests of the Wyndham community by providing quality services; managing growth; and supporting residents to lead healthy, safe, vibrant and productive lives, while protecting our local environment.

**Values** – Integrity, Community Focus, Respect, Commitment, Leadership and Teamwork

**Key Responsibilities and Duties:**

* May include assisting with general office administration duties such as photocopying, database entry and maintenance, maintaining noticeboards and filing.
* May include working with the kindergarten’s library collection - computer cataloguing, repairing books, and helping children borrow books.
* Assist with general tasks such as cleaning and sorting toys and equipment.

**Desired Attributes:**

* A current Working with Children Check is required.
* Ability to relate to children and adults.
* Basic to intermediate computer skills.
* Basic knowledge of children’s books or library cataloguing systems.
* A genuine commitment to the Kindergarten program.
* Value and support other team members.

**Length of Appointment:** Volunteers are subject to a probationary period of 3 months. The role is ongoing and will be reviewed annually.

**Police Check:** A police check application will be lodged once a volunteer has been accepted into a program and will be completed every 3 years. There is no cost to the volunteer.

**Support:** Training will be provided for this role. In addition, the Kindergarten Educator will be available for questions and assistance.

**Dress Code:** Neat casual with closed-toe shoes.

**Signed: ............................................................................. DATE: ..../..../.........**

**Name: ...................................................................................................................**

**Kindergarten: ........................................................................................................**