

## **VOLUNTEER JOB DESCRIPTION**

### **Childminding**

**Volunteer Administrator:** Volunteer Services Administrator

**Program Supervisor:** Child and Youth Services Supervisor

*As a YMCA volunteer you make a difference by being a part of a community of people that helps individuals and our community succeed. You are an essential part of an organization that delivers lasting personal and social change for you, your family, your community, and communities across Canada. You will be a critical part of an effective and leading international charity with strong values and a mission to build healthy communities through programs and advocacy.*

#### **Responsibilities**

1. Work and care for children between the ages three months to six years while parents are exercising in the facility.
2. Guide and redirect children in situations of conflict.
3. To be in uniform when on duty: black pants/jeans; clean clothing, in good repair, appropriate solid colour top (tank tops are not acceptable), and name tag is always to be worn.
4. To notify your supervisor of absences a minimum 24 hours in advance and as per *Volunteer Policies and Procedures*.

#### **Duties**

- Start your shift on time.
- To promote learning and cooperation.
- Ensure children are signed in and signed out accordingly.
- Work as part of a team with YMCA of Northern BC Staff & Volunteers.
- Promote Y values and serve as a positive role model.

#### **Statement of Understanding**

- I understand that as volunteer at the YMCA of Northern BC I am expected to conduct myself in a manner that is ethical, legal and will reflect well upon the YMCA and that I will not put myself in a situation of conflict of interest.
- I also have filled out the above application to the best of my ability and all the information given is valid and correct.
- I understand that the volunteer membership is individual, non-transferable, non-refundable and has absolutely no cash value.
- I understand that failure to comply with the above will result in termination of volunteering and volunteer membership.

Volunteering with the YMCA is conditional on a clear Criminal Record Search and Vulnerable Sector Search and ongoing volunteering is subject to you maintaining that status. If during the course of volunteering you are charged and/or convicted of an offence, you must promptly report such information to your supervisor.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

*I have read the detailed responsibilities of this volunteer position with the YMCA of Northern BC and agree to uphold them to the best of my ability. (Once signed you are fully responsible to carry out the above-mentioned responsibilities, competencies and conditions of volunteering. Failure to comply may result in termination of volunteering).*