



# women aware

MOVING BEYOND ABUSE

## Child Activities Volunteer Description

This job description is a broad outline of the responsibilities and duties of the Child Activities Volunteer and will be amended as needed to meet the program priorities of Women Aware and their ensuing work requirements.

**Responsible to:** PALS Supervisor

### Requirements:

- Available Tuesday-Thursday, 5:30 pm – 8:00 pm.
- Commit to at least one evening a week for twelve months.
- Undergo a criminal background
- Complete the 40-hour Domestic Violence training

### Qualifications:

- Childcare experience preferred
- Ability to work with diverse cultures
- Patient and compassionate with children
- Bilingual Spanish preferred

### General Responsibilities:

Provide supervision of children ages three and older while parents attend group counseling and/or case management sessions.

- Provide a safe, non-judgmental, and empowering environment to clients and staff.
- Facilitate childcare activities that align with monthly themes.
- Provide educational support to school-age children.
- Work collaboratively with agency staff in order to facilitate appropriate services.

### Specific Duties:

- Assist with program development by working on special projects, assessing the need for additional client services, and submitting ideas for program improvement to the Bilingual Case Manager.
- Provide direct client services including childcare as well as age-appropriate educational and/or recreational activities during groups and individual counseling sessions.
- Update and maintain the “Child Activity Log” and statistics in order to manage contacts and hours of service provided.
- Update and maintain the child activities binder in order to document activities provided to clients.
- Inspect all toys, crafts, and games to ensure they are child-safe.
- Sanitize toys and equipment at the end of each shift.
- Replenish and maintain art/office supplies; update Supervisor when supplies are needed.
- Update and maintain Child Activities bulletin board, to align with monthly themes.
- Participate in agency events including DV Awareness month and Candlelight Vigil.
- Alert Supervisor to any safety concerns.
- Other duties and responsibilities as assigned by the Supervisor.