

CATHOLIC SOCIAL SERVICES VOLUNTEER JOB DESCRIPTION

TITLE: Childcare/Respite

PROGRAM: Clare House

SUPERVISED BY: Clare House Lead

STATUS: Ongoing

UPDATED: 10/2020

Job Summary: This position will provide respite childcare for young children presiding with their mothers at Clare House. This includes set-up and take-down of the recreation room to create an enriched, early childhood environment with a focus on developmentally appropriate, trauma informed practice.

Competencies: Demonstrated dependability, maturity and initiative in a positive, joyful and proactive manner. Must maintain program/participant confidentiality and treat each person (focus on mothers and children) with dignity and respect. Must be a team player with strong communication skills and ability to build trusting relationships with mothers and children. Must be patient, have strong organizational skills especially in stressful situations or with interruptions. Must be knowledgeable of trauma informed practice with focus on ACEs (Adverse Childhood Experiences).

Education/Experience: Successful background experience with children is helpful.

Skills: Ability to communicate clearly both verbally and in writing. Strong customer service skills. Patient, positive and encouraging with children and mothers.

Duties & Responsibilities

1. Interact with staff, team members, participants and children in a respectful, confidential manner.
2. Follow all procedures developed for the respite program to include safety, security, and environmental setting.
3. Use developmentally appropriate practices with a focus on calming, positive, proactive, language enriched experiences for all children according to their age.
4. Set-up and take-down of the recreation room to include moving of furniture, wall hangings, music, snacks, specific toys and activities.
5. Ability to apply trauma informed practices for children and mothers to include specific vocabulary, body language, de-escalation strategies and role modeling.
6. Signs up for respite volunteer times and arrive/ stays through clean up.

Physical Requirements: Ability to lift 25 pounds

Training Requirements: Attend program orientation and position training to include training on ACE's and trauma informed practice specific to mothers and young children.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this volunteer position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____