POSITION DESCRIPTION

JOB TITLE **Play Helper – Mt Isa**

DATE **31st October 2011**

REPORTS TO **Playgroup Support Officer**

DEPARTMENT **Programs & Operations**

APPROVED BY **Chief Executive Officer**

SUPERVISOR'S SIGNATURE _____

JOB SUMMARY

The role of the Play Helper is to help the Playgroup Support Worker to facilitate age-appropriate play activities for weekly Playgroup in the park sessions.

Employment is subject to the terms and conditions of the Social, Community, Home Care and Disability Services Industry Award (Queensland) 2010. The position is classified at Level 1.3 - $21.83 per hour (casual rate) for five hours per week. Salary will be paid fortnightly, with annual leave and normal sick leave conditions not applying due to the casual status of the role. Timesheets are to be sent to Playgroup Queensland by noon on the Monday following the last pay period. Continued employment will be reviewed after a trial period of six weeks.

DUTIES **In consultation with the Playgroup Support Worker the Playgroup Assistant will assist to:**

- Prepare necessary materials and equipment prior to the session
- Prepare morning tea
- Arrive at 8.30am to unpack toys and equipment from trailer and set up
- Ensure toys and equipment are wiped clean
- Set out tables with craft materials and activities
- Clear tables and set out morning tea
- Serve morning tea and clean up afterward
- Clean, sort and pack all toys and equipment at the conclusion of the session

- Review the session and plan for the following week

ESSENTIAL JOB FUNCTIONS The Play Helper is required to be:

- Friendly and approachable to families participating in the playgroup
- Welcoming to newcomers
- Engaged and actively involved in activities
- Supportive of parents' engagement with their children through play
- Mindful of modelling positive strategies when dealing with children
- Encouraging of self-help skills and playgroup ownership amongst participants

REQUIRED LICENCES/CERTIFICATIONS

- C' class drivers licence (desirable)
- A current first aid certificate is required to be obtained within 3 months of appointment to the role
- The successful applicant must obtain a valid Working with Children Check 'Blue Card'.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work involves some physical activity including lifting and handling of play equipment.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have read and understood the contents of this Position Description. Please sign and return, keeping a copy for your records.

Applicant signature _____

Date _____