

## Young Parents Network Volunteer

### About Peppercorn Services

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Since 2001 Peppercorn has provided services to a wide demographic of people across the Hawkesbury and surrounding areas. Peppercorn's purpose is to enrich lives, through opportunities, connections, and partnerships. Our services are underpinned by our value of trust, care, respect, agility and continuous improvement.

### Position Purpose

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The purpose of the Young Parents Network volunteer role is to support young parents in the Hawkesbury community who attend the program at the South Windsor Family Centre. Volunteers will provide child minding for preschool aged children.

The Young Parents Network aims to support young mums in community by providing social support and assistance with parenting.

### Organisational Relationships

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<b>Reports to</b>	Volunteer and Community Engagement Coordinator
<b>Direct Reports</b>	Nil
<b>Delegation</b>	Volunteer

### Programs

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Children and Families

### Primary Objectives

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The primary objectives of the Young Parents Network Volunteer is to:

- Provide childminding for preschool aged children
  - Set up the children's room and activities
  - Some food preparation including morning tea/light lunch
  - Advise the Coordinator of any change in their rostered shift or availability
  - Report any concerns, incidents, accidents to Volunteer and Community Engagement coordinator or another Coordinator as soon as possible
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**Key Responsibilities or Accountabilities**

KRA	Specific Tasks, Responsibilities and Outcomes
<b>Mission, Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Actively promote the Mission, Vision, Values and Strategy of Peppercorn Services.</li> <li>• Actively follow Peppercorn’s Code of Conduct.</li> <li>• Comply with the requirements of Peppercorns Policies &amp; Procedures.</li> <li>• Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.</li> </ul>
<b>Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Immediately cease, and report, any workplace activity (including that of other persons) which presents an immediate risk to safety, property or environment to your supervisor.</li> <li>• Follow all instructions and directions in relation to workplace health and safety and undertake work in a safe manner to ensure personal health and safety, and that of others including other employees, clients, contractors, the public and visitors.</li> <li>• Ensure actions (or lack of) do not impact negatively on the health and safety of any fellow employee, client, public, contractor or visitor.</li> <li>• Ensure incidents and hazards are identified, reported, controlled.</li> </ul>
<b>Promotion and Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Ensure all interactions within the community portray Peppercorn as a professional and caring provider with a high standard of customer service.</li> <li>• Build and support relationships with key stakeholders.</li> </ul>
<b>Quality Management and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Ensure feedback, complaints, incidents and compliments are reported in accordance with relevant policies and procedures.</li> <li>• Where gaps are identified, report them in accordance with relevant policies and procedures.</li> </ul>
<b>Professional Development, Relationships and Teamwork</b>	<ul style="list-style-type: none"> <li>• Attend regular supervision and annual performance reviews with direct line supervisor.</li> <li>• Actively engage with professional development activities as approved or instructed by direct line supervisor.</li> <li>• Participate in mandatory training and undertake professional development opportunities when presented.</li> <li>• Willingly ask for help, guidance or insight from other team members.</li> <li>• Actively develop positive relationships with employees, volunteers, and stakeholders.</li> <li>• Contribute to team meetings</li> </ul>
<b>Volunteer Community Support</b>	<ul style="list-style-type: none"> <li>• Ensure client privacy and confidentiality is always maintained, with information only collected and shared in accordance with client consent.</li> <li>• Ensure service information, notes and other critical records are maintained, up to date and factual at all times.</li> <li>• Assist with the set up and clean-up of community activities.</li> </ul>

- Undertake basic risk assessments of community activities and raise concerns with the Coordinator.

**Knowledge/ Skills/ Experience/ Qualifications**  
*(Key Selection Criteria)*

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**Essential**

- An understanding of issues faced by young parents
- Experience in minding preschool aged children or suitable qualifications
- Be available Friday mornings 9am – 1pm approximately during NSW school terms
- Attend orientation and induction prior to first volunteer shift
- Attend debrief at the end of each volunteer shift
- Current NSW drivers' licence and a vehicle with third party property insurance as a minimum
- A National Criminal History Check and Working with Children Check must be completed and cleared before employment may commence. These must be maintained and current throughout employment.

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**Desirable**

- Residing in the Hawkesbury Community
  - Willingness to remain on database for future volunteer opportunities
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**Acknowledgement:**

I accept the position description as stated above and understand that this position is not an employed role.

I understand and accept that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

I understand and accept that this position description will be reviewed annually at the time of my performance review to ensure it accurately reflects the needs of the business.

I understand and accept that I may be required to perform duties and accept responsibilities from time to time that are not included in this position description to meet the operational needs of Peppercorn, as long as the additional duties and responsibilities are within my capacity, capability, expertise, skills and knowledge.

I understand and accept that Peppercorn may provide further training to ensure my continued competence and that I will willingly undertake this continuing professional development.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_