

Volunteer Role	Early Years Education Support
Program	Early Years Early Learning
Required Commitment	Minimum 6-months, one shift per week or fortnight
Role reports to	Volunteer Coordinator, Lead Teachers
Location	Various (agreed location)

We are Kids First Australia

Kids First Australia (Kids First) is a child and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 120 years of community service, we actively support our people to make a significant difference to the lives of children and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Vision

All children and young people thrive in resilient, strong and safe families and communities.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Role Purpose

Providing operational support and assisting in the delivery of the unique Kids First, specialised, targeted Early Years program, including integrated support services for families.
 Building respectful and trusting relationships within and throughout the Kids First community, the Volunteer Early Years Support person will assist Kids First Educators and staff in fulfilling a values led environment, demonstrating accountability, empowering and giving hope to children and families.

Competency Framework

Skills & Experience	<ul style="list-style-type: none"> Assist the Early Years Educator with the daily running of the program as directed, including assistance with the set-up of materials, activities, helping to coordinate or oversee excursions. Support children to learn through play, activities and games - specific activities may include gardening, language, music, reading/storytelling, craft, food and cooking, and indoor/outdoor play. Model and encourage appropriate behaviour and build positive relationships. Ability to multi-task and understand directions. Experienced and comfortable with children. Strong people, communication and listening skills. Sound understanding of boundaries and confidentiality. Assist with general tasks such as tidying and sorting toys and equipment. Sit with children and assist at snack and mealtimes. Maintain confidentiality on all issues relating to children and families.
Personal Attributes	<ul style="list-style-type: none"> An interest in Early Childhood education and development. Empathetic, caring and non-judgemental. Confident, friendly and enthusiastic A willingness to work under supervision and direction. Comfortable to interact with Kids First Australia's team members and stakeholders in a friendly, helpful and respectful manner. The ability to work both independently and as a part of a team. Physically fit and able to lift 10kg.
Other	<ul style="list-style-type: none"> Comfortable and empathetic working with children and vulnerable people. Desirable – plays instrument/s, artistic skills, creative flair. Attendance at Kids First Australia's induction and orientation sessions. Attendance at other training sessions as required including program or role specific training. Must have, or willingness to obtain a Current Victorian Working with Children Card. Willingness to undertake a National (or International) Police Check. An understanding of workplace cultural safety, inclusion and diversity. Willingness to demonstrate Kids First's values.

Inherent Physical and Psychological Demands

Activity	Frequency (Daily/Often/Occasional)
Lifting and bending	Often
Walking	Often

Training and support

Activity	Onsite or Online
Kids First Orientation	Online
You will be provided with information about the event and the relevance of Kids First Australia with the event.	Onsite
Intermittent Policy, Procedure and Upskilling training	Online and Onsite

Organisational Relationships

Internal Relationships	<ul style="list-style-type: none">• KFA staff and volunteers.
External Relationships	<ul style="list-style-type: none">• Community members, staff and volunteers