



women aware

MOVING BEYOND ABUSE

PALS Child Activities Volunteer Description

This job description is a broad outline of the responsibilities and duties of the PALS Child Activities Volunteer and will be amended as needed to meet the program priorities of Women Aware and their ensuing work requirements. It should not be construed as a contract.

Responsible to: PALS Bilingual Case Manager

Qualifications:

- Childcare experience preferred
- Completion of 40-hour Domestic Violence training
- Ability to work with diverse cultures
- Patient and compassionate with children
- Bilingual Spanish a plus
- Part-time, evenings

General Responsibilities:

The child activities worker will provide the supervision of all children ages three and older, while their parents attend groups and/or case management sessions.

- Provide a safe, non-judgmental, and empowering environment to clients and staff.
- Facilitate childcare activities that align with PALS Monthly Themes.
- Provide educational support.
- 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 PALS 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” as well as Childcare stats 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. Use only non-toxic and washable art supplies.
- Sanitize all toys, as well as, child care tables and chairs at the end of each shift.
- Replenish and maintain art/office supplies; update PALS 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 PALS Supervisor to any safety concerns.
- Other duties and responsibilities as assigned by the PALS Bilingual Case Manager.