



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Newborn In Person Program Volunteer	SUPERVISOR Admin Supervisor-Health Promotion
DATE PREPARED: July 2024	OTHER DIRECTION RECEIVED FROM: 5Ps Program Coordinator and 5Ps Family Support & Outreach Worker
START: September 2024	

POSITION SUMMARY:

We are looking for self-motivated individuals who are comfortable working both on their own and with a group. This program provides life skills education and support to participants with babies aged 0 to 6 months old. The program provides infant stimulation, child development and health information, and postpartum health and wellness information for participants registered in the Newborn In-Person Program.

Volunteers in this program assist staff to provide support to parents and babies living in the Parkdale community.

Please note that we require a minimum 6-month commitment from all volunteers.

RESPONSIBILITIES:

- Assist with welcoming arriving program participants, help them sign in, and get settled
- Remind participants to sign in and wear their nametags (for ease of personalized communication)
- Help remind participants to mask during program times
- Introduce participants attending for the first time to staff, other participants and to the resources in the room
- Help with the room set-up and clean up after the program
- Help with the preparation of snacks
- Help with the distribution of take-home groceries

QUALIFICATIONS:

- Criminal Police Check (letter will be provided so that fee for this is waived)
- Ability to work with diverse community members of Parkdale
- Strong communication skills
- Other language(s) in addition to English an asset

HOURS:

Volunteer services for this position are required approximately twice per month at Queen/Roncesvalles on Mondays from 12:30pm – 2:30pm

Interested candidates can contact Tricia Williams: twilliams@pqwchc.ca.