

BE A LEADER



**at Cheltenham Community Centre's
Children's School Holiday Program**

What you need to know...

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CHELTENHAM COMMUNITY CENTRE'S HOLIDAY ACTIVITIES

In 2007 Cheltenham Community Centre's (CCC) first Holiday Activity Program was launched in response to a need in the local area for entertainment for Primary School children (5-12 years) and Pre-school children (3-5 year olds) in the school holidays (April, July, September). Our Holiday Activities Coordinator and Assistant Coordinator conduct the program with a team of volunteer leaders.

Aims of the activities program are:

1. provide an opportunity for children to **learn new skills** or /and participate in an enjoyable activity in an relaxed environment;
2. provide activities with an emphasis on **fun** so children feel good and are encouraged to participate in future activities of the Centre;
3. provide an opportunity for children in the local area to **socialize and connect** with children of different schools and cultures in the community;
4. provide a **safe, nurturing environment** for children so parents and children feel welcome and confident in their participation in the program; and
5. **introduce children to new activities** conducted at their local Community Centre.

The team of staff and volunteer leaders are encouraged to work together to achieve these aims by:

- **smile!** – be happy around the children & they will be happy too (enjoy yourself!)
- use **positive** language – see last page for communication tips
- create a **fun** environment – eg make up a fun game to clean up at the end of a session
- be **firm** when guiding behavior & ask Coordinator for assistance if necessary
- use **appropriate language** for children (never say “Shut Up”, “Go away” or swear)
- **jump in and help** whenever you can see help is needed
- **ask** Coordinator/Assistant Coordinator what you can do if you are unsure



POSITION DESCRIPTION

ROLE OF THE VOLUNTEER LEADER

1. Lead small groups (5-10) of children.
2. Guide children through activities, spending more time with those that need more assistance.
3. Build positive, appropriate relationships with individual children of group (take time 1-on-1).
4. Supervise medium-sized (20-30) groups of children.
5. Provide encouragement and motivation in the spirit of the activity to ensure children have an enjoyable experience.
6. Be actively involved in each the activities – be a part of the group.
7. Be a good role model to the children (including positive communication – see overleaf).
8. Ensure every child is participating and being included.
9. Give care and attention to sick and hurt children.
10. Perform tasks as directed by the Coordinator.
11. Work with team members to achieve common goals.

PROGRAM OPERATION & TERMS OF THE POSITION

The school holiday programs are conducted every day of the school holiday periods April, July and Sept. Activities usually commence at 9am and conclude at 4pm. Leaders are required to start at 8:30am for a briefing of the day's activities, and assist with set-up; and finish at 4:30pm after pack-up. Some activities are located at Cheltenham Secondary College – please check where you are to meet. Students may nominate the days/times they are available and be rostered on for those days/times.

The position of holiday program leader is voluntary. An appropriate reference and acknowledgement of community service is presented on completion of the program. A Working with Children Check is essential.

BENEFITS TO LEADERS

The position gives a fantastic opportunity to students (Secondary College, University, TAFE), unemployed, or part-time workers to:

- develop **communication** skills with children;
- work in a **team** in a supportive environment;
- practice and develop **leadership skills**;
- use **initiative** and **imagination**;
- gain **confidence** in the workplace & in life;
- **fulfill personal needs** and/or goals;
- use the holiday period productively to create **career direction and awareness**; and
- have a **fun and enjoyable** experience with the freedom to express their own personality with children and leaders.

COMMUNICATION TIPS for LEADERS

COMMUNICATION WITH CHILDREN

Leaders in the CCC Holiday Program team leaders need to practice and/or develop effective communication with children, parents and the team of leaders. Aims of good communication are to:

- develop positive relationships;
- understand children's behavior and respond in an appropriate manner; and
- provide an environment where children feel encouraged to speak up and express themselves.

How to communicate effectively with children:

Show acceptance

- A warm welcome as they come in the door.
- Let them know you enjoy being with them
- Be at their level by squatting, kneeling or sitting down.
- Combine warmth, caring and freedom within fair and acceptable limits.

Be responsive

- Use a quiet voice, which will be calm, sensitive, reassuring, yet firm and strong when necessary.
- Use an open and accepting manner.

Encouragement

- Given for effort and improvement and focuses on what is being done rather than the end product.
- Relies on child's feelings, e.g. if Jo asks you if you like his painting, you could say: "It sure looks like you have enjoyed using the red paint today Jo.", or "How do you feel about it, Jo?"

Use positive guidance

- Let the children know what is acceptable and what they can do rather than focusing on what they can't do: e.g. Instead of: "Don't run inside" say "Remember to walk inside." "You've put the brushes in the wrong place" say "I see you've put the brushes away."

2-way Communication

- Give them time to "talk back" so they feel worthwhile and accepted.
- Use nonverbal behavior such as a warm, open accepting manner and respectful body language such as giving them a smile.
- Talk to children about what they are able to do, and recognise the efforts they are making.
- Be honest, sensitive, and not condescending.
- Ask open-ended questions.



HOLIDAY ACTIVITIES VOLUNTEER LEADER FORM

Name _____ Date of Birth _____

Address _____ Postcode _____

Phone: home _____ mobile _____

Email _____

School/Tafe/Uni _____ Year _____

Background

Please attach your resume if you have one.

Previous Work Experiences _____

Skills _____

Interests _____

Languages _____

Have you done volunteer work before: YES / NO What kind of work? _____

What skills/competencies to you hope to gain? *(please tick box/s below)*

- Customer Service Leadership Work in a team Confidence
 Initiative Work experience Speaking English Communication with children
 Others *(please specify)* _____

Person to contact in case of emergency:

Name _____ Phone: home _____

Address _____ mobile _____

If you are currently taking medication of which we should be aware, please give relevant information.

Do you have any medical condition which could restrict you? If so, please give more information.

I have given correct and relevant information.

Volunteer Signature _____ Date _____