



Playroom Coordinator Job Description

Job Summary

Playroom Assistants help to create playroom activity schedules, supervise the playroom and help train new volunteers. And of course play with the kids! They need good clean fun and God's love.

This position requires an extra level of security screening and is available to **female volunteers only**.

Knowledge & Skills

1. Creativity to come up with games and a activities for the kids of different age groups.
2. Ability to communicate clearly and work well with children and adults.
3. Familiarity with nursery and daycare equipment

Duties Responsibilities

1. Maintain a safe, clean and sanitary playroom environment
2. Coordinate structured games and activities
3. Supervise children in both indoor and outdoor settings

Training Process

We want your service as a volunteer at Trinity Rescue Mission to be rewarding. We trust our volunteers to do important jobs and they trust us to use their time and talents effectively. To ensure this process takes place we follow a simple but effective training process:

Knowledge:

1. Tour our facilities, read programs descriptions, and ask questions so you are familiar with the programs and the services we offer and how they all work together.
2. Become familiar with our service provider partners and the programs and services they offer for referral purposes.
3. Learn the details of your job position.

Experience:

1. You will be placed with an experienced volunteer or staff member to observe and gain experience. This may take a while or in some cases may only take a few minutes.
2. When you are feel comfortable doing the job on your own we will step back and be there to support you and help you with questions or problems.
3. Eventually you will be asked to train a new volunteer and share your experience!

Review & Evaluation: Every quarter you will be asked to fill out an evaluation on how we are doing and we will have your staff or volunteer supervisor provide you with a review. Don't get nervous... we know you are going to do a great job we just want to continually improve and need your feedback on how we can do that.