

Role Description

ROLE TITLE: Children's Activities Support Volunteer

ROLE LOCATION: Compass Wellbeing, Unit 7 Belvedere Trading Estate,
Taunton, TA1 1BH

RESPONSIBLE TO: Wellbeing Activities Coordinator

Objective

To assist in the organisation and running of Kidz Klub activity groups for children aged 7 – 11 (key stage 2) during school holidays. These will run on Wednesdays from 9am – 3pm and Thursdays from 9.45am – 12.45pm throughout school holidays.

To assist in the organisation and running of Navigator social groups for families with children with special educational needs or disabilities. These will run in morning or afternoon sessions on selected Saturdays throughout the year and on selected weekdays in the school holidays.

Each group will include a chill out zone, games consoles, laptop station with free wifi, board game corner and an activity/crafting zone.

Main Duties

- To support the facilities team to set the rooms up with the appropriate equipment and supplies and clear activities and rooms away in readiness for following sessions.
- To support the facilities team to register children and families as they arrive, ensuring that all appropriate information is recorded prior to the parent/carer leaving.
- To engage with the children and encourage them to participate in activities as appropriate.
- To supervise the children and ensure that any inappropriate behaviour is reported to a member of staff.
- To maintain the general tidiness and cleanliness of the activity rooms during sessions.
- To carry out any reasonable instruction from a member of staff to ensure the health and safety of all customers, staff and volunteers at Compass Wellbeing.

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- To maintain a positive and professional image of the organisation at all times.
- Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
- To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
- To commit to the necessary training and development activities in order to fulfil the role and your potential.

Person Specification

Volunteers must be 16 years of age or over.

An understanding of and an ability to engage with children in the designated age group and how to help them get the most out of their visit to Compass Wellbeing.

Excellent communication skills with an enthusiastic and supportive character.

The role will involve the set up and break down of activities. The volunteer must be able to manage the physical demands of the role.

Terms of Engagement

Voluntary position

Volunteering Hours

1-5 hours per week, as per session times detailed above, for all or part of any of the detailed sessions.

Remuneration

This is a voluntary position. Reasonable expenses as detailed in the Volunteer Expenses Policy will be claimable

Disclosure and Barring Service (DBS)

The post holder will be engaged in activity that will make them subject to a Child Workforce Enhanced Disclosure with barred list. Associated costs will be met by Compass Disability Services

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