

VOLUNTEER ROLE DESCRIPTION

Title of role	Summer-Club Volunteer
Purpose of role	<ul style="list-style-type: none"> • Supporting with the delivery of the TimeOut Summer scheme run by LJWB for 7 days in August 2019. • The scheme is for up to 30 children aged 5-11 including children with special educational needs.
Main activities/tasks	<ul style="list-style-type: none"> • To set up a range of activities for the session • To clear away at the end and ensure the room is set back up for the next activity session • To engage with the activities alongside the children. • To play games with the children • To support in a group setting • To support one to one where appropriate • To undertake a range of different duties to ensure the smooth running of the project
Experience, skills and qualities sought	<ul style="list-style-type: none"> • Ability to engage in an appropriate and engaging manner with children • Enthusiastic and encouraging manner • Excellent communication skills with people of all ages • Being flexible and able to think creatively • Possess patience and understanding • A commitment to Safeguarding children. • DBS required (Enhanced)
Commitment	<ul style="list-style-type: none"> • To attend at a set time as prearranged. (8.30am-4.30pm) • To inform the TimeOut club leader if you are unable to attend a session. • To adhere to a strict equal opportunities, diversity and confidentiality standard.
Training	<ul style="list-style-type: none"> • Induction training. • Summer-club Project training
Location	<ul style="list-style-type: none"> • Donisthorpe Hall, Shadwell Rd LS17 • Other venue tbc
Support and accountability	<ul style="list-style-type: none"> • Accountable in the first instance to the Organiser and ultimately the Volunteer Team • To attend training as required.