

VOLUNTEER PROFILE: POLKADOTS PLAYGROUP

VOLUNTEER ROLE DETAILS:

Volunteer Role	Polkadots Team	Project Day	Monday
Direct Line Manager	Maria Smyth	Time	10.30am – 12pm

VOLUNTEER ROLE SUMMARY:

Polkadots is a Hope Community Foundation (HCF) project which aims to provide a safe, welcoming, engaging and nurturing environment for children aged 0 to 4. We aim to provide high quality, age appropriate, varied play resources, sensory and roleplay experiences and opportunities for story and song to encourage child development and learning. Your role will be vital in creating and maintaining an inclusive, supportive and friendly community of parents, carers and volunteers.

SPECIFIC ROLE REQUIREMENTS:

- Arriving at 9.30am to prepare for the session to start at 10.30am
- Assisting the Group leader in creating and maintaining a positive and purposeful learning environment.
- Setting up play areas as per weekly plan and supervising activities
- Preparing refreshments
- Engaging and encouraging children to participate in activities
- General housekeeping duties, eg., tidying and clearing resources and equipment
- Befriending and chatting to parents and children during the session
- Signposting attendees to relevant services if required
- Assisting with clearing away activities and the safe storage of resources and equipment.
- Reporting health and safety and safeguarding concerns to the Group Leader
- Adhering to relevant policies, procedures and risk assessments
- Observing confidentiality and data privacy

SKILLS / ABILITIES:

- Good listening skills and communicates effectively
- Ability to learn about the project and the services supported by or supporting the project

COMPETENCIES / BEHAVIOURS:

- Empathetic, friendly and approachable
- Enthusiastic and motivated
- Clean appearance and good personal hygiene
- Punctual and reliable
- Flexible and works well with others
- Heart to see people flourish
- Ensure that your language and behaviour, and the working environment you create is non-threatening and non-discriminatory so as to preserve dignity and respect for all, regardless of race, religion, sex, sexuality, marital status, age, employment status, political persuasion, mental or physical health, or criminal convictions.