

Role Description for Group Volunteer

The role of a Koala North West Group volunteer requires a high level of commitment and reliability; they will be supported by the group facilitator and Complex Needs Co-ordinator

Overall purpose of the Role

1. To provide care for children age 0-7, many with complex needs.
2. To promote, support and develop the 3 prime areas of learning and development (according to the EYFS)
 - Personal, social and emotional development
 - Physical development
 - Communication and language
3. To see each child as an individual, helping them to reach their full potential.

Key Tasks

- To help with setting up of the play room creating an environment to promote the 3 prime areas of learning and development
- To assist in providing quality care for children 0-7
- To assist in providing a safe and suitable play environment for children attending the centre
- To share information with the group facilitator if there is a concern about a family/child attending a group.
- To assist in the preparation of snacks and in the cleaning of the play room and all equipment.

Other Duties

- To observe the rules of confidentiality and safeguarding at all times
- To abide by the guidelines of health and safety in the work place
- To attend
 - Supervision on a one to one basis every 8 weeks,
 - Peer support every term, this will give you opportunity to meet other volunteers and be kept up to date with relevant information relating to Koala North West and the Hub
 - Training when required
- Be familiar with policies and procedures
- Have up to date safeguarding training

- Be confident to follow the fire procedures and drill

This list of tasks is not exclusive and duties may be varied from time to time within the scope and purpose of the role

Name: (Please Print).....

Volunteer

Signed:.....

Volunteer

Signed:.....

Group Facilitator

Date:.....