

## **Folkestone and Hythe District Volunteer Role Description**

**Role Title:** Children's Centre Group and Creche Volunteer

**Reports to:** Senior/Early Help Worker

**Placement:** Vacancies across Folkestone and Hythe Children's Centre

### **Main Duties:**

- To support the team in delivering groups and activities within the Children's Centres
- Create a welcoming environment for children, families and young people.
- Interacting with parents and children to actively involve parents in their children's learning.
- To assist the team with preparing and setting up for the group and clearing away
- To assist the team in preparing snack adhering to food hygiene standards
- Complete training and on-going updates as required.
- Promote Folkestone and Hythe Childrens Centre's groups and services to parents/carers.
- Ensuring ground rules are adhered to.
- Keeping facilities clean and tidy
- Sign posting to other services.
- Where possible attend staff meetings
- Provide information on own observation and feedback from parents and of children to inform planning of services.
- Encourage parental feedback and support with group evaluations when required.
- Promote other relevant health messages as advised by Early Help worker.
- Support families to register with the Childrens Centre

### **Knowledge and Skills:**

- Understanding of Children's Centres or a willingness to learn
- Proactive and outgoing personality
- Understanding of Early Years Foundation Stage or willingness to learn
- Ability to work unsupervised.
- Creative background

### **Volunteer Commitment:**

- A minimum commitment of 3 to 4 hours per week
- Completion of an enhanced DBS check (applied for through KCC)
- Completion of online training (support can be given to access this)

### **What Children's Centres can offer you:**

- Gaining confidence to prepare you for returning to work.
- Experience that you can use in gaining future employment.
- Building confidence in a work environment
- Training opportunities (depending on interest/experience)
- Opportunity to develop your skills.
- Termly supervisions with an allocated team member
- Opportunity to work with a creative and welcoming team!