# Thanet District Volunteer Role Description

**Role Title:** Group / activity support  
**Reports to:** Senior Early Help Worker  
**Placement:** Across Thanet

## Main Duties:

- To support the team in delivering groups and activities within the children’s centres  
- Create a welcoming environment for Children, families, young people  
- Interacting with parents and children to actively involve parents in their children’s learning  
- Encourage parental feedback  
- Carrying out activities in groups  
- Ensuring ground rules are adhered to  
- Keeping facilities clean and tidy  
- Sign posting to other services  
- Provide information on own observation and feedback from parents to inform planning of services  
- To support the team in creating learning journeys  
- 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  
- To assist the team in creating an environment that meets EYFS statutory guidelines  
- Register families with the Childrens Centre  
- Complete training and on-going updates as required  
- Promote Thanet Childrens Centre’s groups and services to parents/carers  
- Attend regular meetings with the team

## Knowledge, Skills and Understanding:

- Good IT and computer skills (including knowledge of Microsoft Outlook and Word)  
- Understanding of Children’s Centres (Early Help and Preventative Services) or a willingness to learn  
- Basic knowledge of EYFS (or a willingness to learn)  
- Positive approach and a ‘can do’ attitude  
- Excellent organisational skills  
- Excellent attention to detail  
- Ability to understand and follow Kent County Council Policies and procedures  
- Ability to manage own time and work autonomously

## Volunteer commitment Requirements:

- This role is term time only  
- Enhanced DBS check  
- Commitment to undertaking a volunteer programme  
- Commitment to attend own supervision sessions  
- Commitment to attend meetings relevant to your role throughout the year  
- Other training may also be available as identified in Personal Development Plan

**We require:**  
**2 posts at 6 bells**
1 post at Cliftonville
(each post 7.5 hours each – the split of hours to be negotiated)
Location can also be negotiated.
If someone wants more than 7.5 hours we could combine two locations
Each post term time only – although if they want to work all year round they can also take on an events role