Canterbury District Volunteer Role Description

**Role Title:** Group Support  
**Reports to:** Senior Early Help Worker  
**Placement:** Apple Tree Children’s Centre

**Main Duties:**

To support the Early Help Support Worker in delivering Children’s Centre / Youth Hub services  
Create a welcoming environment for Children, families, young people  
Preparing snack adhering to food hygiene standards  
Actively involving parents in their children’s learning / actively engaging young people in the Hubs activities  
Setting up and clearing away of the group  
Carrying out activities in groups  
Taking photographs in sessions  
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 to inform planning of services  
Undertake evaluations when required  
Encourage parental feedback  
Promote the Healthy Start Vitamins to parents

Organise play areas, materials and equipment  
• Give children the freedom to spend their leisure time in their own way  
• Encourage fair and caring behaviour among the children  
• Encourage independence and self-esteem  
• To create an inclusive play space

To support and extend children's play and role model  
• Be punctual  
• Support with evaluation at end of the session and planning for next week  
• To ensure all paperwork is completed and kept in a safe place – ensure confidentiality.  
• Build positive relationships with parents, careers and or guardians  
• Health and Safety
Knowledge and Skills:

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

Volunteer commitment Requirements:

- This role would require a minimum of 2-3 hours per week Monday to Friday
- Enhanced DBS check
- Various Safeguarding training
- Prevent training
- Data Protection and Information Governance training
- Other training may also be available as identified in Personal Development Plan
- Aim for high standard of efficiency, reliability and quality in your volunteering
- Support, respect and adhere to our organisational polices, guidelines and management decision including all aspect of health and safety, data protection, and our Equality and Diversity Polices
- Statement
- Act responsibly
- Have the best experience by getting involved and most importantly enjoying your volunteering