

Dover District Volunteer Role Description

Role Title: Group Support – First Foods, Buckland & Whitfield Children’s Centre Dover

Reports to: Senior Early Help Worker

Placement: Buckland & Whitfield CC, Dover

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

Knowledge and Skills:

Creative background

Good knowledge of IT

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

Volunteer commitment Requirements:

This role would require a minimum of 2-3 hours per month on a Friday afternoon

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