

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

**Role Title:** Children's Centre Event Support Volunteer

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

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

### **Main Duties:**

- To support the team in delivering events within the Children's Centres and the district during term-time and half term.
- Create a welcoming environment for children, families and young people.
- Interacting with parents and children to actively involve parents in their children's learning.
- Supporting the team with event planning and preparation
- Help with setting up event and clearing away.
- Promote Folkestone and Hythe Childrens Centre's groups and services to parents/carers.
- Ensuring ground rules are adhered to.
- Supporting with ensuring the risk assessment checks are carried out.
- Keeping facilities clean and tidy
- Sign posting to other services.
- Where possible attend staff/event planning meetings
- Encourage parental feedback and support at events.
- Support families to register with the Childrens Centre
- Complete training and on-going updates as required.

### **Knowledge and Skills:**

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

### **Volunteer Commitment:**

- Availability to support with events during half terms and some term-times.
- 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!