

# *Selly Oak Play Scheme*

# Volunteer

# Role Description

**Responsible to:** Selly Oak Play Scheme

(Supported by the Volunteer Project Co-ordinator and the Volunteering Activities Co-ordinator )

**Outline of Role:** As a volunteer, you will be expected to support and assist children during the play sessions to ensure an enjoyable and pleasant experience is gained each time they attend.

**WHAT THE PROJECT DOES:** We plan and host a whole range of fun and educational play activities for children ages between 3-11 years old on Sunday mornings during term time 11am-11pm). We also take children on trips to near-by places in Birmingham, roughly around once a term.

**GENERAL DUTIES:**

***Before becoming a volunteer:***

* Complete an online child protection training course via Canvas (the Guild and/or the SOPS committee can provide you with the link for this)
* Ensure you have DBS check and shown this to Student Development at the Guild (If you have not got a DBS check, you can book onto a free DBS session to obtain one, which the Guild and/or the SOPS committee can tell you about)

***Whilst being a volunteer:***

* Check the Facebook group regularly for the group to be kept up-to-date with information like up-coming trips, organisation of the volunteers rota e.t.c (volunteers who do not have Facebook can be emailed to receive such news)
* Help to set up and clear away after play sessions
* Join in with all activities
* Maintain the play session environment in a child friendly manner
* Facilitate in the provision of a high quality environment to help meet the skills and needs of individual children who are of different stages of development, cultures and religious backgrounds
* Help with supporting other volunteers and committee members in the group with running the sessions (i.e if you think an activity is not going accordingly, let the other adults know how it could be improved)
* To ensure full attention to given to children at all times
* Assist snack times and ensure the social development of the children is promoted
* Report any accidents, signs of illness and so forth
* To respect the children’s confidentiality and report any safeguarding concerns
* Let a committee member know if you are unable to volunteer on a particular session you have signed up for

**PERSON SPECIFICATION:**

Volunteers must:

* Have relevant and suitable experience with children and young people
* Be a committed and dedicated individual
* Be able to help run and maintain full and enjoyable play sessions for children with a variety of needs and abilities
* Act in a reasonable manner and as a role model
* Treat everybody during the play sessions on an equal basis and not discriminate

When filling out your application form, please consider this role description. We will only be interviewing those people who have demonstrated that they meet the person specification above.