

## Volunteer Task Description and Person Specification

<b>Role</b>	Early Years/Play Work Volunteer
<b>Reporting to</b>	Line Managers of individual settings
<b>Time Period</b>	Ongoing

### Aims of Childcare

- To organise appropriate supervision of children between the ages of 0 and 14 years old in appropriate adult child ratios
- To organise activities and experiences in line with policies, procedures and current statutory frameworks
- To help develop children's learning and development and progress them in their next steps of learning.
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

### Task available for volunteers

- To help plan and deliver activities and experiences for the children and young people in the nursery or out of school club provision
- To help supervise the children during all activities
- To help prepare snacks
- To maintain confidentiality at all times
- To help organise and support community events
- To help with consultation events
- To help distribute publicity about the childcare settings
- To represent and promote the childcare settings within your community
- To attend local meetings or presentations with childcare staff
- To come up with ideas for donations where appropriate
- To help with fundraising initiatives and activities

## Personal Qualities

<p><b>Relevant experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with children and families</li> <li>• Bringing up own family or looking after others children.             <ul style="list-style-type: none"> <li>• A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment.</li> </ul> </li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Happy to communicate with different people</li> <li>• Comfortable in different social settings</li> <li>• Enthusiastic about the childcare settings vision</li> <li>• Willing to develop skills around working with confidence in the community</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Committed to learning more about the Early Years Foundation Stage framework and play work</li> </ul>	<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Able to communicate with children and families</li> <li>• Contactable via telephone and/or email</li> <li>• Happy to talk with other volunteers at team meeting</li> </ul>
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Happy to work under the guidance and support of the childcare team</li> <li>• Maintain regular contact with children, young people and staff</li> <li>• Happy to work with other volunteers and be supportive to others</li> <li>• Able to maintain confidentiality</li> <li>• Keep any receipts needed to claim expenses</li> <li>• Able to manage your own time and be punctual and presentable</li> <li>• Able to use your initiative and ask for support when needed</li> </ul>	<p><b>Respect</b></p> <ul style="list-style-type: none"> <li>• Respect for others' opinions, beliefs and points of view</li> <li>• Has empathy for children, young people, adults and families that the childcare settings works with</li> <li>• Comply with all policies, procedures and code of conduct set by Child Dynamix</li> </ul>

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are “spent” must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

Applicants will need to give permission for an enhanced Disclosure and Barring Service check to be made.

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<i>Name of author: Suzella Buhlmann – Volunteer</i>	

