**Volunteer Role Description**

**Role title:** Volunteer Stay and Play Group Helper.

**Expected commitment:** 3 – 4 hours per week, term time only.

The session runs from 1pm – 3pm plus time for setting up and clearing away.

**Reporting to:** Parent Link Worker at Christ the King Catholic Primary School runs the group and will provide specific guidance relating to the role.

The Volunteer Coordinator will provide general guidance and support.

**Purpose of role**

Crackers stay and play group is an informal group where parents, carers and their children aged 0- 4 years can meet. It is an opportunity to socialise and for children to play and try out new experiences.

There are a variety of ways in which you can support this group from preparing snacks to leading story and singing time. Below are some of the main tasks and responsibilities and you may not be involved in all of these but choose to take on a specific role within the group.

**Main tasks and responsibilities**

1. Assist with the setting up and tidying away of children’s activities.
2. Serving refreshments (snack and drinks including tea and coffee).
3. Preparing and supervising the craft activity.
4. Meeting and greeting families.
5. Offering support and guidance to families as needed.
6. Leading singing and story time.
7. Attend and undertake volunteer meetings and training as appropriate to develop skills.
8. Conform to the organisations policies and procedures, including health and safety, safeguarding children and confidentiality.

**Personal skills and qualities**

1. To be friendly and approachable.
2. Good communication skills.
3. To be able to work as part of a team.
4. To be able to work on own initiative and without close supervision.
5. A commitment to the aims and objectives of the project.

Christ the King Catholic Primary School will take responsibility for Crackers Stay and Play Group volunteer’s DBS checks.