

## Volunteer Role Description

As a volunteer within the team, we ask that you promote the work of Inspiring Communities Together and ensure that the principles which underpin our work are upheld and achieved. These principles are to motivate, mobilise, empower and enable local people, groups and partners to participate in neighbourhood activity. As a volunteer you will be supported to develop your skills and knowledge to enable you to carry out your volunteering role.

<b>Role Title</b>	Childcare volunteer
<b>Based at</b>	Yogurt Pots Nursery, Salford Sports Village, Littleton Road, M7 3NQ
<b>Responsible to</b>	Childcare manager
<b>Time commitment</b>	The nursery's core hours are 9am – 3pm, Monday to Friday, during term time. You will need to be available during these times
<b>Duration</b>	Ongoing
<b>General purpose</b>	To support staff in doing a wide range of childcare tasks
<b>Outline of typical tasks</b>	Some of the tasks you may be involved in are: <ul style="list-style-type: none"> <li>• Assist in the setting up and clearing away of all activities and equipment</li> <li>• Help support children's progress in all areas of their development by assisting in their play and learning activities.</li> <li>• Help staff with administration tasks using Google docs and Microsoft office</li> </ul>
<b>Skills and personal qualities required for the role</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Charlestown and/or Lower Kersal</li> <li>• Reliability – be able to commit to a set day and time each week</li> <li>• Patient and encouraging</li> <li>• A good communicator with excellent listening skills</li> <li>• Committed to the development and welfare of young children</li> <li>• Problem solving – be able to carry out tasks on your own</li> </ul>
<b>Training, support and supervision</b>	<ul style="list-style-type: none"> <li>• A full introduction to the nursery, café, office and to the team and to the tasks</li> <li>• Health &amp; Safety briefing</li> <li>• Any other training relevant to the tasks we ask you to do</li> <li>• Wellbeing conversations and planning</li> <li>• A review meeting with your supervisor at least once every eight weeks</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In order to volunteer with children in our childcare setting we will need to apply for an enhanced DBS check for you.</li> </ul>