

Childcare Volunteer

Name of Team to be placed with:

Children's Development Centre (CDC)

Tasks to be undertaken:

- **Escorting children to and from school for out of school services with a CDC staff member and supporting with snacks/activities for age range 5-8 or 8 – 14**
- **Underpinning assistance in day-care (under 5 year olds) with activities/events e.g. trips out, festivals, cooking**
- **Office/admin tasks (linked to the BBTPC over-arching admin support functions) e.g. general filing/enquiries only – not to manage/place admissions. Support with open day events linked to parents evenings/jobs fairs etc (links to training/recruitment/functions)**

Days and hours needed:

- **Early morning (8.30am) and afternoon (3.00pm)**
- **Times variable and to be agreed in advance**

Qualifications / Experience:

- **Some knowledge/experience in working with children, (this applies to different tasks though – e.g. we could use parent/carers for visits trips who don't have professional experience but do have children of their own).**
- **Admin function – would need to have interpersonal skills as a minimum**

Training:

- **All regular/contracted volunteers must be CRB cleared**
- **On the job training could be provided – but to limited levels**
- **Regular or contracted volunteers would be included in annual training plan e.g. first aid**
- **ALL volunteers would need to be fully inducted, which takes at least one working day over a week time span for CDC staff.**

