

Volunteer Role Description



Role Title	Sports & Activities Volunteer
Reports to:	Sparkle Activities Co-ordinator
Responsible to:	Sparkle Activities Co-ordinator
Location:	Serennu Children's Centre

Role Summary

The role of the sports & activities volunteer is to run a session unsupervised or assist with sport & activity sessions for children & young people with a disability and/or developmental difficulty providing them with the opportunity to take part in activities, meet new people and develop skills.

Key Tasks

These include but are not exclusive to:

- ★ Ensuring the area is safe
- ★ Ensuring the correct equipment is used
- ★ Setting up, cleaning & putting away equipment
- ★ Deliver or help deliver aspects within the session
- ★ Liaise with other personnel including volunteers, support workers, parents, Sparkle staff & Serennu Children's Centre staff
- ★ Attend any training required
- ★ Report any issues or problems to the Sparkle Activities Co-ordinator
- ★ Act in a professional manner at all times whilst delivering a high level of customer service
- ★ Adhere to all health & safety guidelines & Sparkle policies
- ★ Make things FUN

Person Specification

We are looking for volunteers who:

- ★ Have an interest in sports, music, arts & crafts, drama/theatre
- ★ Adopt a friendly, happy, welcoming approach
- ★ Have an ability to engage with people of all ages and abilities
- ★ Are reliable & punctual
- ★ Are organised and have effective time management
- ★ Are outgoing, personable and a good conversationalist
- ★ Are able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur
- ★ Have good listening skills
- ★ Display honesty and integrity
- ★ Show compassion and empathy as the situation requires
- ★ Have the ability to make people feel at ease
- ★ Present with a smart, neat appearance and professional demeanour
- ★ Are polite and courteous at all times, regardless of the situation
- ★ Are willing to go the extra mile, even at busy times
- ★ Can offer a regular time commitment

Note:

Volunteer hours are negotiable.

All volunteers will be subject to a current Criminal Records Bureau check and Independent Safeguarding Authority (ISA) Children Barred list check.

I have received, read and understood this volunteer role description.

Name (Please print)

Signature

Date

Please return one signed copy to your supervisor at your induction and retain the other for information