

Volunteer Role Description:

Tiny Tots Activity and Interaction Volunteer

Responsible To:	Lyn Herman
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA Events may also take place at The Knowe Garden Centre, which is located behind The Boswell Centre.
Time Commitment:	Time commitment would be a Wednesday Morning from 9 until 12, except from during the school holidays.
Role Description:	Auchinleck Community Development Initiative (ACDI) offer a range of groups, and events aimed at children. This position would be to assist with the Tiny Tots Toddler Group, this groups aim is to become a safe place where the children can learn play and grow together as well as break the isolation parents and carers face. Activity and Interaction Volunteers will assist with the delivery of the programme as well as the setting up for the group.
Main Tasks:	<ul style="list-style-type: none"> • Set-up and clear-up as required for the group including setting out of chairs and the toys, and tidying up at the end of the group. • Collecting track and trace information, which will record attendance and ensuring they have filled out the Contact and Medical form as well as the Permission slip to take photos. • The most significant role would be to interact and play with the children as well as having conversations with the parents and carers, ensuring the children are sharing and having a good time. • Getting feedback from people who attend the group so that we are able to address any issues making this a fun and friendly environment for the parents and carers as well as the children. • Helping to clear away the toys and the chairs. <p>Training in all of the above will be provided and supervise by Lyn.</p>
Required Skills, Qualities & Experience:	Enthusiastic about working with children and their parents/ carer, or experience in working with children. Patience, Confidence, and Kindness are also key qualities when working with children of all ages. Having a First Aid certificate could be advantageous.



Auchinleck Community Development Initiative (ACDI)

The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA

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Training & Support Available:	<ul style="list-style-type: none">• Volunteer induction training carried out by the co-ordinator.• Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award.
Any Other Requirements:	Follow policies and procedures contained in the volunteer handbook. Treat our staff, volunteers and service users with respect.
Recruitment Process:	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.
Date role created:	18 th November 2021.

