

Volunteer Role Description:

Party Supervision & Safety Volunteer

Responsible To:	Stuart Mitchell, Events & Activities Co-ordinator
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
Time Commitment:	Our Seasonal Parties (including Chippy Disco, games etc.) usually take place at Halloween and Christmas.
Role Description:	<p>The Seasonal Parties are just one of a range of event & activities ran by ACDI.</p> <p>We run a number of games and activities as part of the party. Each children also has a chippy from the local fish & chips shop.</p>
Main Tasks:	<ul style="list-style-type: none"> • Restricting number of children entering toilet at once • Keeping an eye for bad behaviour and challenging in an assertive manner • Ensuring Track & Trace information is collected on entry • Ensuring no-one leaves the premises when they shouldn't • Not allowing children to leave until their parents have come to collect them <p>Training in all of the above will be provided by a member of staff or a more experienced volunteer.</p>
Required Skills, Qualities & Experience:	<p>Patience, confidence and kindness when dealing with children.</p> <p>Ability to be assertive.</p>
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:	<p>Follow policies and procedures contained in the volunteer handbook.</p> <p>Treat our staff, volunteers and service users with respect.</p>



Auchinleck Community Development Initiative (ACDI)

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

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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. As this role involves supervising children, a disclosure check will be carried out.
Date role created:	22 nd November 2021

