



## Volunteer Role Description:

### Tiny Tots Snack Prep. Volunteer

<b>Responsible To:</b>	Lyn Herman
<b>Location:</b>	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.
<b>Time Commitment:</b>	Time commitment would be a Wednesday Morning from 9 until 12, except from during the school holidays.
<b>Role Description:</b>	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.  A Snack Prep Volunteers will assist with the set up and serving of the snacks and drinks as well as the tidy up.
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• To set up everything for making tea and coffees, preparing the fruit, crisps, biscuits, cakes and dilution juice for everyone.</li> <li>• The most significant role would be too severe the food and drinks while interacting with every one, ensuring the children and their parent or carer is having a good time.</li> <li>• 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.</li> <li>• Helping to tidy the kitchen, doing the dishes and clearing away any left-over food.</li> </ul> <p>Training in all of the above will be provided and supervise by Lyn.</p>
<b>Required Skills, Qualities &amp; Experience:</b>	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.



## Auchinleck Community Development Initiative (ACDI)

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

01290 428482

[www.auchinleckcdi.co.uk](http://www.auchinleckcdi.co.uk)

[stephen.mccarron@live.co.uk](mailto:stephen.mccarron@live.co.uk)

	Having a REHIS Food Hygiene certificate could be advantageous.
<b>Training &amp; Support Available:</b>	<ul style="list-style-type: none"><li>• Volunteer induction training carried out by the co-ordinator</li><li>• 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.</li></ul>
<b>Any Other Requirements:</b>	Follow policies and procedures contained in the volunteer handbook.  Treat our staff, volunteers and service users with respect.
<b>Recruitment Process:</b>	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.
<b>Date role created:</b>	18 <sup>th</sup> November 2021.