



Elton Community Centre  
School Lane, Elton CH2 4LT  
Reg: Charity No. 520048

Email: [admin@eltoncommunitycentre.co.uk](mailto:admin@eltoncommunitycentre.co.uk)

## **VOLUNTEER JOB DESCRIPTION**

## **Activity Volunteer (Children)**

**ROLE OVERVIEW:** To provide support and to engage with young children accessing community centre activities. To contribute to the supervision & planning of engaging sessions for young children and to act as a positive role model.

**SUPERVISOR:** Children's Activities Coordinator

**HOURS:** To be agreed.

**ADDITIONAL:** In line with the centres safeguarding policy this role will require an Enhanced DBS check prior to commencement. Costs will be covered by the centre.

### **MAIN ROLE RESPONSIBILITIES:**

- Actively engage and encourage child participation in agreed activities.
- To support and to act as a positive role model.
- To assist with the planning and running of children's activity sessions.
- To support supervision and ensure all rules are respected.
- Assist with creating a stimulating and creative space for children.
- Set up and clean-up of equipment.
- Ensuring a high standard of cleanliness & hygiene in accordance with centre policy including compliance with COVID-19 policy.
- To operate within the centres policies and procedures of working with young people and children.
- Adherence to community Health & Safety Policy.

### **PERSON CRITERIA:**

- Individuals with experience of working with young children preferred, however those with a genuine interest in working with young children or working towards their own professional development in this area are also welcome.
- Ability to positively engage with young children and confidently challenge negative behaviours where necessary.
- The ability to act as a positive role model for young children.
- Able to support a stimulating and creative environment for learning and development.
- Willingness to support children to achieve their potential.
- Good communication skills written and verbal.
- Able to follow and adhere to all community policies including safe-guarding and Health & Safety.