



Linskill and North Tyneside Community Development Trust

VOLUNTEER ROLE: Baby & Toddler Group assistant

Responsible to: Community Programme Manager (CPM)

Line Manager: Louise Cervantes (CPM)

Relevant to the role: Volunteer expenses relevant to the post: volunteering for four hours or more in one continuous session permits a voucher for Café 32.

Purpose of the role: To support the delivery of a weekly baby and toddler group.

Key tasks can include:

- Setting up of playful tabletop activities as directed by the family support worker who leads the session
- Setting up of play equipment and resources (involving some light lifting and carrying and pulling of a trolley)
- Joining in with song time
- Support with idea suggestion for potential activities
- Working under the supervision of the family support worker
- Maintaining a safe environment, keeping the space organised and fire exits clear
- Preparing refreshments
- Engaging and encouraging children and their parents/carers to participate in activities
- Assisting with clearing away activities and the safe storage of resources and equipment.
- Reporting health and safety and safeguarding concerns to the family support worker/CPM
- Adhering to relevant policies, procedures and risk assessments as applicable to the role, with specific regard for child safeguarding and welfare
- Observing confidentiality and data privacy
- Attendance to some staff meetings or inhouse training opportunities as identified by the CPM

Key Skills:

- Good listening skills and communicates effectively with young children, and parents and carers
- Be physically able to carry out light physical work

Personal Attributes:

- Empathetic, friendly and approachable
- Enthusiastic and motivated
- Enjoys the company of young children
- Works well with others
- Inclusive and accepting, able to carry out the role in a non-discriminatory way