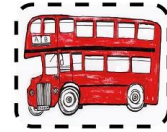


Acorn Project

The role of a volunteer



The Big Red Bus Club is a charity run by volunteers – for almost every task, local people gift their precious time and skills which keeps us running. The majority of volunteer opportunities support the daily stay and play sessions, 12.30-3pm term time only.

We are a volunteer led organisation and you might be surprised at the skills and roles we all carry out.



The Acorn Project is here to support you whilst you volunteer at the Big Red Bus Club. The project is here to help you make friends and to support you try new areas of work that will help you to gain skills and confidence for your future.

Most volunteers start out by helping in sessions, here are the Job Descriptions of the two in session; Session leader and Session helpers.

Session Leader

Main Purpose

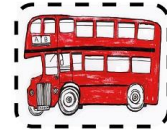
To manage and ensure the safe running of the play sessions in adherence to the policies and procedures laid out by the Management Committee of the Big Red Bus Club Charlton Limited.

Responsible to Volunteer Coordinator

Responsible for Session Helpers, Workshop leaders

Acorn Project

The role of a volunteer



Key Duties

- To open and close the building
- To complete the Health and Safety Risk Assessment and display information on the board.
- To manage volunteers and staff throughout the session
- To comply with accident and incident reporting
- To ensure that the session is run and managed in compliance with the Safeguarding policies and procedures of Big Red Bus Club Charlton

Essential Qualifications (provided)

- Safeguarding Children Level 1
- Paediatric First Aid
- Fire Awareness level 1
- Valid and current DBS certificate

Skills and Qualities

- Delegation and people management
- Verbal communication skills
- Creativity and practical knowledge of preschool interests
- Conflict resolution skills
- A positive approach to delivering in a diverse community

Session Helpers

Responsible to Session Leader

- To comply with Health and Safety Risk Assessment and practice
- To register new users, ensure the signing and answer queries from users
- To comply with accident and incident reporting procedure and polices
- To ensure that the session is run and managed in compliance with the safeguarding policies and procedures of Big Red Bus Club Charlton
- A positive approach to delivering in a diverse community

Essential Qualifications (provided)

- Safeguarding Children Level 1
- Paediatric First Aid (short course) or Fire Awareness

Skills and Qualities

- Reliable and consistent
- Supportive listening skills
- Happy to develop communication skills or an enthusiastic communicator