**Volunteer Role:**

Stay and Play Coordinator

St Werburghs Community Centre is currently looking for a Stay & Play Volunteer to run a parent and toddler play group on Wednesday mornings at our Centre.

The group runs weekly 09:15am – 12:00pm on Wednesdays.

The volunteer will create a welcoming environment for local residents and their children. We are looking for someone who is willing to stay for a while.

We offer out-of-pocket expenses (i.e. travel) and provide essential training including First Aid.

**Tasks include:**

* Arrive at 9am and finish by 12:15pm.
* Help prepare the play room by moving furniture; setting up play areas; securing doors/electric points; any other required duties.
* Actively involve parents in their children’s learning and play.
* Carry out group activities e.g. games and songs.
* Ensure ground rules are adhered to by participants.
* Keep facilities clean and tidy, encourage parents and children to help packing up.
* Involvement in the planning and developing of the service.
* Support parents to access a wider range of groups and services available at the Centre and locally.
* Adhere to all relevant St Werburghs Community Association Policies.

**Skills**

* An understanding of children’s needs and an ability to relate to children and their families.
* Previous experience working with children is desirable.
* Good communication and interpersonal skills.
* Proactive and outgoing personality.
* Ability to work unsupervised.
* Be reliable and enthusiastic in supporting children and their parents.
* We ask for a minimum commitment of 3.5 hours a week.

To apply e-mail Alison Saunders, Finance and HR Manager [alison@stwerburghs.org.uk](mailto:alison@stwerburghs.org.uk) to request an application form or download from our website.