

Day Care Activity Volunteer

TO BE GIVEN TO VOLUNTEER

Role Description

This role description in no way implies or states that a contract of employment is or will be offered. This is a voluntary unpaid role.

Shifts available: Mon-Fri, 10.30am-11:30am or 1.30pm-2.30pm

What your day could involve

- Creating a warm, welcoming environment where every client feels acknowledged and included.
- Leading or supporting engaging sessions by sharing your own skills, interests, or passions with clients.
- Designing and delivering activities on a one-to-one or group basis - this could include crafts, art, creative writing, movement, exercise, history discussions, laughter yoga, or other interactive ideas.
- Encouraging participation and adapting activities to suit different abilities and interests.
- Spending meaningful time with clients, building rapport and supporting their wellbeing.
- Always ensuring client safety and comfort, including offering quieter support where needed.
- Working collaboratively with the team to plan and deliver enriching experiences.
- Contributing ideas for new sessions or ongoing programmes - we'll provide all materials needed for your activities.

Your responsibilities

- To ensure that your personal appearance is smart but comfortable.
- Be polite to clients, Team members, students, volunteers and visitors to the Centre at all times.
- To maintain confidentiality at all times.
- To report any accidents sustained to the Service Manager / member of the Team.
- Arrive in good time for your shift and let your Service Manager know in advance if you're unable to come in. If you are unable to reach the Service Manager, please leave a message with Reception (all contact details on Key Contacts form). Ensure you have these contact details stored safely.

Some important points

- Do not discuss finances / confidential information of clients, the Team, volunteers , students, with anyone!
- Confidentiality must be maintained at all times.
- You must never lift a client for any reason! If they fall on the floor, it is your responsibility to reassure them, keep them warm and comfortable and call for assistance. You could do the client, and yourself, a great deal of damage by not following this procedure.
- Report any accidents, including those you may sustain, to a member of the Team.
- Report any safeguarding concerns to the Service Manager / member of the Team.
- Be polite, friendly and patient towards everyone.
- Do not give advice on matters other than those directly involved within your role.
- Refer general enquiries to a member of the Team