**Support our Families Programme:**

**Volunteer as a Summer Holidays Assistant**

*19th July - 31st August 2021*

**Role Description**

The key features of this voluntary role are:

* Welcoming families to our activities and ensuring that they have all of the materials, equipment and instructions needed to take part
* Activity prep and pack away e.g. moving chairs and tables, washing pallets and brushes
* Supporting artists and playworkers to deliver fun and engaging activities for families, children and young people
* Reminding visitors to follow any social distancing guidelines that may apply
* Supporting families to take part in the Children’s University scheme – this could be stamping children’s passports, supporting families to log in to the Children’s University website etc.
* Encouraging families to complete a visitor survey
* Collecting photo consent forms and documenting activities by taking pictures
* Answering miscellaneous visitor enquires and giving directions

**Person Specification**We’re looking for volunteers who are:

* Warm and welcoming with a positive, proactive attitude
* Comfortable talking to members of the public, particularly children and young people
* Comfortable using or willing to learn how to use an ipad
* Calm under pressure
* Available to contribute at least one 3-hour shift per week for at least 6 weeks
* At least 18 years old

It’s desirable but not essential that volunteers have:

* Experience working with children and young people
* First aid qualifications
* Fluency in Welsh, Polish, Portuguese, Arabic or another language

**Available Shifts**Each 3-hour block is considered as one shift. Volunteers should be able to contribute at least 1 shift per week for at least 6 weeks between **19th July and the 31st August 2021**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 9.30am – 12.30 pm  (Playwork) | 9.30am – 12.30 pm (Other activity) | 9.30am – 12.30 pm (Arts & Crafts) | 9.30am – 12.30 pm (Other activity) | 9.30am – 12.30 pm (Arts & Crafts) |
| 1.30pm – 4.30pm  (Arts & Crafts) | 1.30pm – 4.30pm (Arts & Crafts) | 1.30pm – 4.30pm (Other activity) | 1.30pm – 4.30pm (Arts & Crafts) | 1.30pm – 4.30pm  (Gardening) |

**Induction**Prior to stating in the role, you will be given a 2-hour induction that will include:

* Meeting staff
* A tour of the building
* COVID-19 specific health and safety information
* Fire alarm procedure
* Safeguarding information relevant to working with children and young people
* Technical information relevant to the role
* Background information on the Children’s University scheme
* Signing volunteer agreement forms
* How to claim travel expenses
* Answering any questions you may have

Additional training will be given to volunteers who wish to offer support to playwork sessions.

**Other Info**

*This role is subject to an enhanced DBS check.*

Volunteers must provide contact tracing information at the reception desk on arrival.

Volunteers can claim expenses for fuel or public transport costs and park for free in Ty Pawb when volunteering.

Volunteers should provide their own lunch, but have access to bottled water.

**To Apply**

To apply for this voluntary role, please complete the form on the next page and return it to: [heather.wilson@wrexham.gov.uk](mailto:heather.wilson@wrexham.gov.uk) by the 17th June 2021. You can also email us if you have further questions or require the form in another format.

**Volunteer Summer Holidays Assistant Application Form  
  
About You**

|  |  |
| --- | --- |
| Full Name: |  |
| Postcode: |  |
| E-mail: |  |
| Telephone / Mobile: |  |
| Are you over 18 years of age? |  |
| Are you a Welsh speaker? |  |

|  |
| --- |
| Tell us a little bit about why you’d like to volunteer at Tŷ Pawb. (Maximum 150 words) |
|  |

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| --- |
| Use this space to tell us about any additional support you might need (e.g. accessibility adjustments) or health information that it would be useful for us to know (e.g. if you are taking any medicines or have allergies). |
|  |

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| --- | --- | --- |
| If you have any previous convictions or cautions, please give brief details below. All information will be treated in the strictest of confidence. With exceptions, most offences won’t disqualify you from taking part in volunteering, so please don’t feel worried about disclosing. | | |
| Date | Nature of Offence | Sentence / Fine |
|  |  |  |
|  |  |  |
|  |  |  |

**References**  
Provide details of two people who would be happy for us to contact them about your suitability to undertake a volunteer role. These don’t have to be employers, but please avoid listing family members.

|  |  |
| --- | --- |
| *Reference 1* | |
| Name: |  |
| How do they know you? |  |
| E-mail: |  |
| Telephone / Mobile: |  |
| *Reference 2* | |
| Name: |  |
| How do they know you? |  |
| Email: |  |
| Telephone / Mobile: |  |

For information as to how Wrexham County Borough Council handles personal data, please see our Privacy Notices on our website: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

**Availability**

If you already know when you would like your volunteering hours to be, please circle the relevant shifts below. (You can leave this section blank if you are unsure.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| 1.30pm – 4.30pm  (Arts & Crafts) | 1.30pm – 4.30pm (Arts & Crafts) | 1.30pm – 4.30pm (Other activity) | 1.30pm – 4.30pm (Arts & Crafts) | 1.30pm – 4.30pm  (Gardening) |

|  |  |
| --- | --- |
| Your Signature: | Date: |
|  |  |