

High Wycombe Volunteer Activities Assistant

Role Outlines and Duties

1. Assist with young carers activities which usually take place during evenings, weekends and school holidays (including food preparation, after Food Safety Training).
2. Be responsible for a specific group during outings and help with games/craft activities during club meeting.
3. To encourage all young carers to become involved in the activities.
4. To help with setting up and putting away before and after activities.
5. To engage positively with young carers on a one-to-one basis in response to their assessed needs.
6. To help enforce boundaries with regard to behaviour.
7. To assist with transporting young carers to and from activities, either by driving or acting as an escort. *Further guidance can be provided.*
8. To work with other volunteers and staff members to ensure the smooth running of meetings and outings.
9. To report any concerns about a child in accordance with Carers Bucks' Safeguarding Policy.
10. Maintain confidentiality in accordance with Carers Bucks' Confidentiality Policy.
11. To be aware of health and Safety issues

Time Involved

Evening clubs/group 3 or 4 hours a session plus travelling time when also a driver. School holiday activity days – up to but not every time – 10 hours plus travelling time.

Expenses

Travel expenses are paid at 35p per mile, plus any other approved out of pocket expenses.

Period of Notice

Should you decide to stop volunteering with us, we would ask if you could give as much notice as possible to ensure future activities are covered.

Application

If you are interesting in becoming an Activities Assistant Volunteer please contact our Volunteer Co-ordinator Julia Durrant on 0300 777 2722. We would then ask you to undertake a DBS check and sign a Confidentiality agreement. In addition non-compulsory training can be undertaken such as Health & Safety, Food Hygiene and First Aid and others to implement all learning in accordance with Carers Bucks policies.