

## Volunteer Role Description



<b>Role Title</b>	<b>Emerging Needs Volunteer</b>
<b>Department</b>	Family Support Service
<b>Location</b>	Broxbourne/East Herts/Welwyn Hatfield – All Districts
<b>Hours</b>	Various – minimum of 2 hours per week
<b>Main Tasks / Responsibilities / Activities</b>	<p>To support the vision of the Family Support Service in their work with parents, carers, families and Children (under 11 years)</p> <ul style="list-style-type: none"> <li>• To support Emerging Needs and Perinatal Workers with setting up for sessions according to (targeted) planning.</li> <li>• To welcome families and support the engagement of both parent and child with the activities provided, role modelling child led play, characteristics of effective learning and positive feedback and praise.</li> <li>• To support families to identify next steps for home learning.</li> <li>• To work with Emerging Needs and Perinatal Workers to prepare/record sessions for virtual delivery.</li> <li>• To work with the Emerging Needs and Perinatal Workers to set up/clear away and clean resources.</li> <li>• To support with the recording of children's voice and outcomes for the family.</li> <li>• To promote YMCA Family Centre values &amp; ethos.</li> <li>• Includes both indoor and outdoor activities.</li> <li>• Other required tasks as requested based on your skills and experience.</li> </ul>
<b>Skills / Abilities / Experience / Qualities</b>	<ul style="list-style-type: none"> <li>• Interest in early years learning and willingness to learn.</li> <li>• Knowledge and experience of working with young children and/or families.</li> <li>• Ability to engage with families and work alongside them in a group session.</li> <li>• Be friendly, welcoming and approachable.</li> <li>• Good communication skills with conversational English.</li> <li>• Reliable &amp; punctual.</li> <li>• Keen to work in a team environment to provide a targeted group for families receiving support via the Family Support team and Emerging Needs team.</li> <li>• Be proactive &amp; work under your own initiative.</li> <li>• Non-judgemental and understanding of the diverse needs of children and their families.</li> <li>• Able to maintain complete discretion in handling confidential information.</li> <li>• Respect the Christian ethos of the YMCA &amp; uphold its values.</li> </ul>



<b>Training / Support</b>	<ul style="list-style-type: none"><li>• A full induction to the Family Support Service and specific sites will be provided.</li><li>• Required to complete the following online training: Safeguarding Children &amp; Young People; Safeguarding Adults; Fire awareness; Manual Handling and other relevant training.</li><li>• Plus a menu of training linked to the role will be made available</li><li>• To understand and implement One YMCA's Code of Conduct and Policies &amp; Procedures.</li><li>• Ongoing support with regular 1:1 meetings.</li><li>• Opportunity to attend team meetings and events.</li><li>• Required to complete a record of monthly volunteer hours.</li></ul>
<b>Additional Information</b>	<ul style="list-style-type: none"><li>• Attend an initial informal interview.</li><li>• Undergo enhanced DBS check.</li><li>• X2 References required.</li><li>• Undertake additional training as and when required.</li><li>• Will my expenses be paid? We offer to pay volunteers' "out of pocket" expenses within agreed guidelines.</li></ul>

To express your interest in this volunteering role or to find out about other volunteering opportunities please visit - [www.oneymca.org/volunteer](http://www.oneymca.org/volunteer) Alternatively for more information, or if you have any questions please contact Zoe Sharp – Volunteer Coordinator – via email: [volunteering@oneymca.org](mailto:volunteering@oneymca.org) Or Tel: 0300 123 7572 selecting Broxbourne District.

***Come & join our team & help make a difference today!***