

## Volunteer Role Description

<b>Role Title</b>	<b>Home Learning Resources Volunteer</b>
<b>Department/Service Area</b>	Family Centre Service -Administration
<b>District/Location</b>	Broxbourne – High Trees Family Centre
<b>Hours</b>	School Holidays – approx. 15 hours a week
<b>Main Tasks / Responsibilities / Activities</b>	<p>To provide administrative support for the Family Support Service:</p> <ul style="list-style-type: none"> <li>• To work closely with Leads and Administrator to prepare home learning resources that are then delivered to families in the community.</li> <li>• Printing resources, cutting, laminating and preparing packs.</li> <li>• Maintain discretion and confidentiality to all service users.</li> <li>• Other tasks as requested by the Volunteer Champion.</li> </ul>
<b>Skills / Abilities / Experience / Qualities</b>	<ul style="list-style-type: none"> <li>• Competent with IT systems and software.</li> <li>• Passion for working with children &amp; families.</li> <li>• Be creative.</li> <li>• Skills for practical creative tasks.</li> <li>• Good communication skills.</li> <li>• Reliable &amp; punctual.</li> <li>• Well organised, able to plan, prioritise work.</li> <li>• Enjoy working as part of a team and independently.</li> <li>• Be proactive &amp; work under your own initiative.</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 and other relevant training.</li> <li>• Plus a menu of optional training linked to the role will be made available.</li> <li>• To understand and implement relevant YMCA 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***

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.