

Volunteer Role Description

Role Title	Volunteer Self Weigh Station Assistant
Department	Family Centre Service.
Location	Broxbourne/East Herts/Welwyn Hatfield – All Districts
Hours	Various - Minimum 2 hours per week
Main Tasks / Responsibilities / Activities	<p>To welcome families and support with all the required tasks to enable the smooth running Baby and Toddler Health Clinics.</p> <ul style="list-style-type: none"> • To support with setting up and tidying away. • To support with the smooth running of the clinic. • To greet families and support with signing in and out. • Encourage and support families to complete registrations with the service. • To check registrations using specialist children & families' database. • Signpost families to the appropriate professional in the room. • Become familiar with the programme to support new parents. • Signposting to relevant FSS groups, groups or support
Skills / Abilities / Experience /Qualities	<ul style="list-style-type: none"> • Interest in early years learning and willingness to learn. • Knowledge & Experience of families and children. • Be friendly, welcoming and approachable. • Passion for working with children & families • Good communication skills with conversational English, in person or over the phone. • Reliable & punctual. • Be a good team player, with a willingness to get stuck in. • Be proactive & work under your own initiative. • Competent with IT systems and software. • Non-judgemental and understanding of the diverse needs of children and their families. • Able to maintain complete discretion in handling confidential information. • Respect the Christian ethos of the YMCA & uphold its values • Drive/access to vehicle
Training / Support	<ul style="list-style-type: none"> • A full induction to the Family Support Service and specific sites will be provided. • Required to complete the following online training: Safeguarding Children & Young People; Safeguarding Adults; Fire awareness and other relevant training. • Plus a menu of optional training linked to the role will be made available.

	<ul style="list-style-type: none"> • To understand and implement relevant YMCA Policies & procedures. • Ongoing support with regular 1:1 meetings. • Opportunity to attend team meetings and events. • Required to complete a record of monthly hours.
Additional Information	<ul style="list-style-type: none"> • Attend an initial informal interview. • Undergo enhanced DBS check. • X2 References required. • Undertake additional training as and when required. • Will my expenses be paid? We offer to pay volunteers' "out of pocket" expenses within agreed guidelines.

To express your interest in this volunteering role or to find out about other volunteering opportunities please visit - 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 Or Tel: 0300 123 7572 selecting Broxbourne District.

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