

# VOLUNTEERING POST DESCRIPTOR



<b>Title</b>	<b>Early Years Assistant</b> Ref No:
<b>Location</b>	Activities run throughout East Ayrshire. Travel expenses or assistance will be provided.
<b>Age Limits</b>	
<b>Dress code</b>	
<b>Times/ Days</b>	Volunteer opportunities will be offered on an as and when required basis. Early Years sessions take place between 9.00am and 3.00pm Monday to Friday.
<b>PVG/Basic Disclosure Required</b>	PVG Children  Regular teaching/instruction and supervising children.
<b>Pre-entry Qualifications Required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, detail</b>	
<b>Team/ Section providing the opportunity</b>	<b>Play and Early Intervention Team</b> Contact Number: (01563) 576415
<b>Duties and responsibilities</b>	<p>To assist the Play Motivator in the delivery of early years sessions by providing active play activities for children under 5 and their parents/ carers; primarily within parent and toddler settings. These sessions provide a variety of activities within the themes of Fun Fitness, Active Play, Messy Arts, Road Safety, and Music and Movement</p> <ul style="list-style-type: none"> <li>• Assist in the delivery of Early Years sessions</li> <li>• Ensure compliance with Health and Safety guidelines at all times.</li> <li>• Interact with participants and families.</li> <li>• Self-motivation and enthusiasm is required at all times.</li> <li>• Any other duties relevant to the voluntary position</li> </ul> <p><b>We ask all volunteers to:</b></p> <ul style="list-style-type: none"> <li>• <b>Have time and enthusiasm for volunteering</b></li> <li>• <b>Understand the need for support and supervision</b></li> <li>• <b>Have the time to undertake ongoing training</b></li> <li>• <b>Be reliable</b></li> </ul>

**East Ayrshire's Vibrant Communities service provides a range of services/support to community groups and individuals across East Ayrshire.**

**The services provided include**

- External funding
- Mobile skate park
- Community councils
- Working with parents and children
- Working with young people
- Working with older people
- Health information/classes
- IT classes
- Literacy and numeracy
- All ability sports activities and much more

**The wide range of services provided means we can offer a wide range of volunteering opportunities in a variety of settings and locations**

**Training:**

**Prior to appointment, all volunteers will be required to undertake mandatory training in the following topics:**

- Protecting people
- Vibrant Communities overview
- Customer care and complaint handling
- Diversity and equality

**All of these courses will be available on-line after registration as a Vibrant Communities volunteer is complete.**

**Specific training for this position - Play @ Home and Fun 4 Hire training will also be provided before volunteering begins.**

**Other Training**

**Induction training will be delivered by volunteer supervisor. CPI (Personal safety) and Manual Handling (objects) training will require to be completed within 6 months of appointment.**

**A wide range of further training opportunities are available to all volunteers, both post specific and general.**