

VOLUNTEERING POST DESCRIPTOR



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| Title | Large Indoor Events Assistant Ref No: |
| Location | Events run in various locations in East Ayrshire. Travel expenses or assistance will be provided |
| Age Limits | 14+ |
| Dress code | Sportswear, no football colours. Volunteer T-shirt provided |
| Times/ Days | The large indoor events are delivered during seasonal holiday periods (Easter, Summer and October) between the hours of 9.00am – 5.00pm |
| PVG/Basic Disclosure Required | PVG Children Regular teaching/instruction and supervising children. |
| Pre-entry Qualifications Required? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, detail | |
| Team/ Section providing the opportunity | Play and Early Intervention Team Contact Number: (01563) 576415 |
| Post Duties and Responsibilities | <p>To assist with the delivery of play based activities at larger indoor events (e.g. Play-Times) within community settings. This will involve delivering and supervising play equipment such as bouncy castles, face painting, badge making, balloon modelling, arts & crafts, messy arts and active play activities.</p> <ul style="list-style-type: none"> • Assist in the delivery of various play activities. • Ensure health and safety guidelines are adhered to • Interact with community groups, families and individuals <p>We ask all volunteers to:</p> <ul style="list-style-type: none"> • Have time and enthusiasm for volunteering • Understand the need for support and supervision • Have the time to undertake ongoing training • Be reliable |

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**
- **Work 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 undertaken on-line after registration as a Vibrant Communities volunteer is completed.

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.

Specific training for this position, Play @ Home and Fun 4 Hire training will also be provided before placement begins.

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