

# VOLUNTEERING POST DESCRIPTOR



<b>Title</b>	<b>Volunteer Tutor (Generic)</b> Ref No:
<b>Location</b>	Locations throughout East Ayrshire
<b>Age Limits</b>	16+
<b>Dress Code</b>	Smart casual
<b>Times/ Days</b>	2.5 hours per session, days/locations by negotiation, daytime, evenings, weekends.
<b>PVG/Basic Disclosure Required</b>	<p>PVG Children</p> <p>Regular teaching/instruction and supervising children.</p> <p>PVG Adults</p> <p>Targeted work regularly teaching, instructing, training and supervising adults with additional support needs/mental health needs/receiving a care service.</p>
<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>Adult Literacy and Learning</b> Contact number: (01563) 578137
<b>Post Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide skills, knowledge and confidence in Learning Programmes</li> <li>• To provide a learning opportunity for protected adults (including those with disabilities), young people and children</li> <li>• To provide encouragement to Learners</li> </ul> <p>Tutoring can cover a wide range of topics including IT.</p> <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 undertaken on-line after registration as a Vibrant Communities volunteer is completed.

Induction training will be delivered by volunteer supervisor.

CPI (Personal safety), Manual Handling (objects) and Literacy Awareness 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.