



## Volunteer Role Description

### About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

<b>Role title</b>	<b>Creche Volunteer – Children’s Services</b>
<b>Purpose</b>	Providing fun sessions for our under 5’s alongside our fully trained and experienced Children’s Service staff
<b>What you will gain as a volunteer</b>	<ul style="list-style-type: none"> <li>• You’ll be part of a wonderful team, valued for who you are</li> <li>• Meeting new people from the local area</li> <li>• Making friends and learning new skills at the same time</li> <li>• Feeling the reward of supporting local families</li> <li>• Contributing to the greater good of your community</li> </ul>
<b>Reporting to</b>	Children’s Services Coordinator
<b>What your volunteering entails</b>	<p>Working alongside and reporting directly to the dedicated staff on duty in our fully equipped creche you’ll be:</p> <ul style="list-style-type: none"> <li>• Supporting our creche programme by running creative, fun sessions for under 5’s</li> <li>• Building relationships with children in a focussed group of up to 11 children per session</li> <li>• Offering a nurturing and supportive environment for children needing extra care</li> <li>• Assisting with creative activities like Storytime, song and outdoor play</li> <li>• Helping children develop skills inline with Early Years Foundation Stage Framework</li> <li>• Setting up and clearing away equipment</li> <li>• Referring any additional needs children may have to the Children’s Services Coordinator for further action</li> <li>• Maintaining good boundaries</li> <li>• Going the extra mile, i.e., tidying up, greeting parents and carers</li> <li>• Maintaining Covid-safety Compliance at all times to ensure all children, volunteers, visitors and staff are as safe as possible</li> </ul>
<b>Your personal attributes</b>	<p>You are the type of person who is:</p> <ul style="list-style-type: none"> <li>• Reliable, dependable, and great at timekeeping</li> <li>• Honest, committed and patient with a good sense of humour!</li> <li>• Open-minded, respectful, and an excellent team player</li> </ul>



# Abbey Community Centre

*socialise - energise - get wise*



<b>Time commitment</b>	Week days 12.45 pm – 3.15 pm
<b>Training &amp; Requirements you'll need to fulfil</b>	Before starting all Children's Services volunteers are required to undergo: <ul style="list-style-type: none"><li>• DBS Check</li><li>• Submit 2 Reference checks</li><li>• Induction with their manager</li><li>• Any other training relevant to the role</li><li>• Attend meetings and supervisions as required</li></ul>
<b>Expenses we'll pay</b>	All reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy
<b>Location</b>	Abbey Community Centre 222c Belsize Road, Kilburn, NW6 4DJ
<b>Other</b>	No prior experience is necessary as training will be given References will be provided for volunteers who have supported us continuously for 6 months or more

## Feeling inspired to join our team?

**Return your completed Volunteer Application form to:**

**[vol-ops@abbeycc-kilburn.org.uk](mailto:vol-ops@abbeycc-kilburn.org.uk)**