

## **Job Description- Volunteer Morning Activities**

**Job Title:** Activities Volunteer

**Reports To:** Francesca Dresner, Activity Coordinator

**Location:** Borehamwood

### **Introduction and Job overview:**

Hertsmere Mencap is looking for a volunteer to help the Activity Facilitator and Activities Coordinator with the smooth running of daily activities.

We run a different activity every morning (except Wednesday) and are currently looking for someone to help on a Monday morning from 930-12 with the Art group. If the individual is interested in helping at other activities we would also be very happy to consider this too. Other activities include: music and movement, drama and aerobics. Relevant training will be provided and we expect the volunteer to be impacted in a very positive way, through what should be a rewarding and meaningful role within the charity.

### **Key Tasks to perform:**

- Assist the Activities Coordinator and Activity Leader with the setting up tables and clearing away of the session prior to the members arriving and once the session has finished
- Encourage the members to participate fully in the activity and show enthusiasm for the topic / theme of the session – this could consist of the volunteer joining in with singing, acting scenes or helping the Art Leader with preparing arts and craft ideas for the members
- Making teas and coffees for the members at break time and ensuring the venue's kitchen remains clean
- You may be required to perform other duties as directed by the Charity or your supervisor from time to time to meet the needs of the organisation

### **Experience and Personal Attributes:**

- Experience of or an interest in working among people with a learning disability
- The ability to create a constructive relationship with people with a learning disability and to motivate them
- A willingness to accept change and to be innovative in working with people with a learning disability
- A good organiser and communicator who is not phased by the specific needs of those with learning disabilities
- Someone who is friendly, empathetic and approachable and has a welcoming and inclusive approach
- (For Art) – Has an interest in Arts and Crafts and can suggest ideas for sessions
- Holds a current DBS certificate or is willing to become DBS certified (paid by Hertsmere Mencap)