

# Job Description: Volunteer Play/Support Worker

**Post:** Volunteer Play/Support Worker

**Place of Work:** Play Alloa Base, Broad Street / Ben Cleuch Centre, Tillicoultry

## **Purpose of Post**

To assist the Session Coordinator and Play Workers in providing a caring, secure environment, through individual attention and group activities, and to layout an appropriate range of play and social activities for service users with a range of complex additional support needs.

## **Key Areas**

1. Activity Planning
2. Liaison
3. Supervision and Care of Service Users
4. Direct Play and Social Activities

**Responsible To:** Project Manager and Session Coordinator.

## **Duties and Responsibilities**

### ***Activity Planning***

1. To provide safe, creative and appropriate play opportunities including laying out activities, and arranging equipment as requested.
2. To ensure that all activities are carried out within an equal opportunities framework.
3. To ensure that all service users, no matter their levels of communication and general ability, are given choice in their play and social activity and are actively involved during a session.
4. To support all service users in making friendships and experiencing turn-taking and group activity.

### ***Liaison***

1. To maintain good relationships with other volunteers, staff, families and service users.

### ***Supervision and care of Service Users***

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
2. Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.

### ***Direct Play and Social Activity***

1. Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered.
2. Ensure that play and social activity meets the full range of service users individual and group needs.

### ***Miscellaneous***

1. To promote the aims and objectives of Play Alloa, and use these as a guide for daily activities.
2. To be aware of Staff Policies and Practices.
3. To ensure the provision of good standards of physical and emotional care.
4. To ensure good standards of hygiene and cleanliness are maintained at all times.
5. To be responsible for the Health and Safety standards appropriate for the needs of the children.
6. To assist with the preparation and maintenance of materials equipment.
7. To record of any accidents in the accident/incident book in conjunction with a staff member.
8. To ensure every service user is collected by someone known to the club in conjunction with a staff member.
9. To ensure the provision of a high quality environment to meet the needs of individual service users from differing cultures and religious backgrounds, and stages of development.
10. To ensure confidentiality of information received.
11. To be aware of the high profile of the club and to uphold its standards at all times.
12. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

***NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.***

***NB. Volunteers will not be expected to participate in personal care. They will work on normal ratios of 1:2 whilst inside the centre and 1:1 outwith the centre.***