

Volunteer Role Description

Sensory Toy Library Support Volunteer

Service/Volunteer Base: Ormiston Families at Queens Street, March, PE15 8SN

Volunteer's Manager: Anna Palmer

Date of Role Description: June 2021

The Sensory Toy Library operates within Fenland. Our library is for families who have additional needs or disabilities and is free of charge. Early years settings such as childminders, pre-schools, nurseries and primary schools can also register to support the children in their care with additional needs or disabilities.

Time: Volunteers are expected to commit to volunteering for around six months with Ormiston Families. This allows for the volunteer to be inducted and suitably vetted as per the requirements of the role. We are looking for a volunteer who could spend an hour or two most weeks, on a Tuesday between 10am-3pm or a Wednesday between 2pm-7pm.

Tasks:

- Preparing collections and dealing with returned items
- Sorting and maintaining the equipment
- Cleaning equipment & removing batteries when returned from loan
- Taking photos of toys to list on the online site
- Promotion of the Sensory Toy Library

Skills required:

- Organised
- Good communication skills
- Flexible
- An understanding of confidentiality

Recruitment Procedure: Ormiston Families requires two references and a DBS (Disclosure and Barring Service) check will be carried out where appropriate. As an Ormiston Families volunteer you will be required to complete our online training programme which includes child protection, GDPR and equality & diversity modules.

Materials required: All the equipment is supplied.

Benefits offered:

- Comprehensive Induction
- Invited to attend an Ormiston Families Orientation day for new staff and volunteers
- On the job training where necessary
- Travel expenses up to 30 miles per day at 0.45p per mile
- Support from Line Manager and regular supervision sessions
- Reference after six months of volunteering

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If you are interested in this role, please get in touch with Anna Palmer anna.palmer@ormistonfamilies.org.uk / 07816 544889