

Arun Sunshine Group

For Adults with a Learning Difficulty

Volunteer Role Description

Role Description: Sessions Worker Assistant

Type: Voluntary - 3hrs 30mins per fortnight (+ 2 outings per year)

Based: Creative Heart, 42-44 Beach Road, Littlehampton, BN17 5HT

Reporting to: Project Leader

Objective of Post:

To assist the Project Leader with the smooth running of the group.

Main Duties:

- Help set up the meeting room prior to arrival of group members i.e. put up tables, set up computer equipment, lay out games and craft materials etc as required for a particular session.
- Take the lead in sessions as directed by the Project Leader.
- Assist members with activities such as: jigsaw puzzles, computer games, art and craft, cooking, bingo and board games etc.
- Help prepare drinks and snacks for members during sessions.
- Accompany members, if required, to and from the toilet [but not to assist them with their personal needs].
- Help pack away items of equipment used during sessions.
- Act as an escort during outings.
- Generally, help with the welfare of members during sessions and outings.

Benefits:

- Support from Project Leader
- Full liability insurance cover
- Mileage reimbursed at 40p per mile to a maximum of £5.00p per session
- Out-of pocket expenses *[previously agreed]*
- Attendance/work record kept ... job references supplied
- Annual social event

Person Specification:

- Experience of or desire to work with adults with learning difficulties
- Patience
- Ability to listen, communicate and actively engage with group members
- Good sense of humour
- Honesty
- Reliability
- Commitment to a minimum of 6 months service
- Time available to attend sessions on a regular basis
*[three and a half hours per fortnight on alternate Sunday afternoon's **1.45pm to 5.15pm** and for longer periods of up to eight hours twice a year for group outings by agreement]*