



Volunteer Role Description

Family Activity Supervisor

Responsible To	Family Activities Co-ordinator - 01709 296262
Time Commitment	Flexible dependant on activities week by week

Role Summary

Rotherham Parent Carers Forum work closely with a number of different providers including Rotherham United Community Sports Trust to deliver inclusive, accessible and affordable sessions for families across Rotherham who have children with additional needs.

The role of a Family Activity Supervisor is integral, being the main representative of the Forum at every session for both families and provider staff as a point of contact.

Please be aware that the majority of our activities take place evenings and weekends and school holidays to fit around school hours.

Tasks and Activities to be undertaken

Being a volunteer Activity Supervisor can involve:

- Arriving 20 minutes before a session is due to start, speaking with the provider to ensure sessions are good to go ahead.
- Welcoming families who are booked onto an activity and providing direction to those attending for the first time.
- Taking a register of attendance at each activity and completing the correct paperwork to be legal and compliant including COVID-19 measures.
- Being a point of contact for queries/questions, both from families and provider staff
- Feeding back to the Activities Team regarding attendance, questions/queries, issues/concerns etc.

All appropriate materials and training to support your role will be supplied by us. The Family Activities Co-ordinator will be available to give you continuous support, advice and guidance.

The benefits to you

- Opportunities to meet new people in your community
- Opportunity to learn new skills and grow in confidence
- The satisfaction of knowing you will be making a difference to the lives of families who have children and young people with SEND
- Reimbursement of out of pocket expenses
- Resources and ongoing support
- Valuable experience that you can add to your CV

Skills you need for this role

- A professional, friendly and outgoing manner
- Ability to work on own initiative
- Willingness to learn about the range of our services
- Be willing to undergo a Disclosure and Barring Service (DBS) check
- A non judgemental / can do attitude
- A commitment to the ethos of RPCF and the 4 Cornerstones, welcome & care, value & include, communication and Partnership working.