

VOLUNTEER ROLE DESCRIPTION AND PERSON SPECIFICATION

VOLUNTEER FAMILY ACTIVITIES ASSISTANT

ACTIVITIES

The purpose of this role is to assist the Learning & Participation Officer (L&PO) with the development and delivery of the museum's family activities in school holidays.

Tasks include (but are not limited to):

- Contributing ideas for activities
- Liaison with L&PO, museum team and other volunteers
- Preparing the materials
- Helping to set up before an activity and clear up after
- Being part of a small team who delivers the activities
- Assisting with evaluating the success of the activities

SKILLS OR KNOWLEDGE

- Interest and experience of working with children and their families/carers
- Willingness to be DBS checked (and know of no reason you would not pass)
- General IT skills
- Creative, organised, enthusiastic, reliable and a good timekeeper
- Good general standard of education

WHAT WILL YOU GET?

- To work with a friendly team
- To contribute to the development of museum's Learning and Participation Service, namely family activities
- Appropriate supervision and training
- Skills and experience for your CV

FURTHER INFORMATION

We anticipate that this role would take between 1-6 days per month (mostly in the West Berkshire school holidays on Thursdays and/or Fridays). Applications will be accepted until the roles are filled.

WHAT NEXT?

If you are interested in applying for this role, please contact Clare Bromley, Learning & Participation Officer, West Berkshire Museum. clare.bromley@westberks.gov.uk or 01635 519532.



West Berkshire
C O U N C I L