

Activity Support Volunteer Work and Life Skills Centre



Activity Description

To support the tutors and staff in the running of the activities provided at the Work and Life Skills Centre. Launchpad staff will be on site throughout the activity session and any queries or questions can be raised with them.

Specific Tasks

- Support sessions with set-up.
- Ensure they have resources needed for the activity.
- Support to clear away after each session.
- Oversee that the session paperwork is provided and completed by the provider of the activity.

Skills Required for the Role

- Personable; having the ability to talk to people with varied needs.
- Lived Experience welcome.
- Comfortable supporting our client group with a variety of needs whilst maintaining appropriate boundaries.
- Good team work ethic.
- Ability to remain calm under pressure.

Benefits to the Volunteer

- Gaining practical experience while working in the charity sector
- Reimbursed travel and lunch expenses
- Relevant training courses
- Help to make a difference to others

Support / Training Provided

- Volunteer Induction Plan (V.I.P)
- Support with lead member of staff and other volunteers

Time Commitment

- Various hours throughout the week Monday to Friday
- A minimum of 6 months' commitment

Registration Process for Volunteers

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- Informal Interview / Shadow Session
- Registration Form & References - Volunteer Project Team
- DBS check is required due to the direct client related activity involved in this role

You will be asked to read and adhere to Launchpad policies that are in place to ensure the safety of you, staff and our clients.

Read more about Launchpad's work www.launchpadreading.org.uk/about-us/