

Warwick Volunteers



Technology Volunteers Project Leader

The overarching objective of Technology Volunteers is to encourage children to become creators, rather than consumers, of technology. This is achieved primarily through the development and delivery of a range of interactive technology-based workshops, centred around **Scratch** and **Arduino**, in schools throughout Coventry and Warwickshire.

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Organise and lead introductory meetings for volunteers.
- Deliver training sessions for volunteers to ensure they are all familiar with the concepts involved with Scratch and/or Arduino, and inform them about the format of school visits, what to expect etc.
- Create spreadsheets to track DBS, CofGC status, volunteering hours, training attendance, school session availability and groupings.
- Match volunteers into different groups depending on availability.
- Liaise with the Warwick Volunteers staff member re groupings, admin updates etc. Keep them up to date with progress and inform them of any issues.
- Maintain regular communication with Warwick Volunteers staff member re school sessions and schedules for Scratch and Arduino.
- Keep in touch with the volunteers via email and Facebook to inform them about upcoming school visits, as well as additional one-off sessions, such as the Imagineering Fair.
- Be in regular contact with Margaret Low from WMG.
- Organise a handover meeting for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

Additional Duties:

- Prepare for and attend the annual Scratch@MIT conference, including applying for attendance, writing funding applications and resource/workshop generation.
- Be involved with the continuation of Coventry CoderDojo; comprising picking dates, liaising with Transport Museum, and organising and attending sessions.

All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.