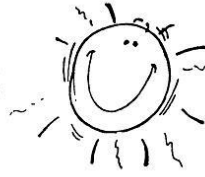


Warwick Volunteers



Community Crafters Session Leader

Community Crafter volunteers run free creative crafty activities for local people. Usually held at local community centres we currently have a link with Canley Community Centre and are looking to work in more centres in Coventry, Kenilworth and Leamington.

Roles & Responsibilities:

- Support Project Leaders to promote the project and actively recruit volunteers. Including creating publicity resources as required and helping to run a stall at the Volunteering Fair.
- Work with Project Leaders to prepare sessions, activities, sign-up forms and resources.
- Run volunteering sessions, which includes: collecting resources, setting up the crafts and activities, briefing, supervising, and supporting volunteers, clearing up and packing away resources.
- Support Project Leaders to maintain regular communication with volunteers e.g. sending session information, reminder and thank you emails to volunteers.
- Support Project Leaders to manage social media accounts and create content.
- Maintain regular communication with Project Leaders to provide feedback and inform them of any issues.
- Read and review the project risk assessment and volunteer brief.
- Update records of activities and volunteer attendance as required.
- Work with Project Leaders to prepare handover resources for new Student Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

What will you gain

- Leadership skills
- Event management

Time commitment

Session leaders are expected to help lead a minimum of 3 sessions per term (less during the exam period in term 3). Sessions are typically held at weekends, and some are held on weekdays/evenings at local community centres.

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