

Board Games Club Project Leader

The Board Games Club aims to improve the lunchtime of pupils who prefer a quieter environment to the playground through the medium of short, simple board games such as Exploding Kittens and Coup. The sessions take place weekly at a local secondary school and provides the opportunity for volunteers to have fun whilst making a difference.

Roles & Responsibilities:

- Enthusiasm and enjoyment of board games are essential for Project Leaders and volunteers.
- Promote the project and actively recruit volunteers. This will include organising the project stand and publicity materials for the Volunteering Fair and manning the stall on the day. Updating the project profile and creating publicity resources as required.
- Contribute to Warwick Volunteers social media accounts.
- Responsible for the project resource email account and answer any questions or queries volunteers may have.
- Arrange and lead the introductory meetings for volunteers - to take place after the volunteering fair.
- Manage a project budget and organise session resources.
- Create and deliver training sessions for volunteers to ensure that everyone is familiar with the aims of the project and has experience of playing the games.
- Manage the volunteer application process.
- Create spreadsheets to track DBS, CofGC status, training attendance.
- Manage the sign up process to ensure volunteers are attending each week.
- Manage the travel arrangements for volunteers.
- Liaise with designated staff member re safeguarding admin updates etc.
- Maintain regular communication with designated staff member to keep them up to date with progress and inform them of any issues
- Liaise with school contact to confirm group arrangements and details of volunteers attending each week.
- Gain feedback and quotes from volunteers and participants.
- Maintain and update the information in the shared folder and prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures

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