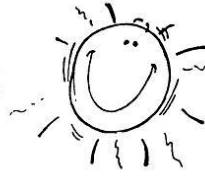


Warwick Volunteers



Crafting Happiness Session Leader

Crafting Happiness volunteers produce crafts to support a variety of charities. Such as cards and letters to send to seriously ill children, and craft kits to distribute to charities and asylum organisations. The aim is to improve the wellbeing of wider Warwickshire community and provide an opportunity for volunteers to get creative.

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 room, 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.
- Work with Project Leaders to recruit and induct new Student Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

Time commitment

Session Leaders are expected to help lead a minimum of 5 sessions per term (less during the exam period in term 3). Sessions are typically held weekdays late afternoon/ early evening on campus.

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