

# Warwick Volunteers

## **Fun with Numbers Project Leader**

The Fun with Numbers project works with primary school children (age 5-11 years) who need some extra support with maths. The aim of the project is to improve their mathematical ability in an informal 'fun' environment.

Volunteers are placed in school groups and will lead weekly sessions playing math-based board games with small groups of children.

Sessions take place weekly throughout term 2 – weeks 2-10 usually during the school lunchbreak. The sessions take place at local Primary Schools in Coventry.

## **Roles & Responsibilities:**

- Promote the project and actively recruit volunteers.
- Update the project profile and create 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.
- Manage a project budget and organise session resources.
- Arrange and lead introductory meetings for volunteers.
- 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.
- Allocate volunteers into school groups.
- Arrange transportation for the volunteers to travel to and from the schools.
- Maintain regular communication with designated staff member to keep them up to date with progress and inform them of any issues.
- Liaise with school contacts to confirm group arrangements and details of volunteers placed with them.
- Keep in regular contact with the FWN volunteers throughout the term to ensure placements are running smoothly.
- Log volunteer hours on portal.
- Gain feedback from volunteers.
- 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.**