

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.

This project has previously taken place in Coventry but we are looking to expand to schools in Leamington.

Ideally, we would like to recruit a small 'team of 4 Project Leaders' for this project.

Roles & Responsibilities:

- 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 webpage 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 in week 2 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.
- Allocate volunteers into school groups.
- Assign a Group Leader for each school group who will have responsibility for the coordination of their volunteers.
- Create spreadsheets to track DBS, CofGC status, training attendance, groupings etc
- Liaise with Group Leaders and designated staff member re groupings, admin updates etc.
- Maintain regular communication with designated staff member to keep them up to date with progress and inform them of any issues.
- Distribute school placement information to FWN volunteers.
- 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.
- 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.