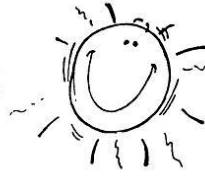


Warwick Volunteers



School and Nursery Volunteers Project Leader

School Volunteers are placed in primary schools in Coventry and Leamington and work with class teachers and school staff to assist with 1-1 reading and general classroom support. Nursery Volunteers are placed in the Campus Nursery at Warwick and work with Nursery staff to assist with the children's activities. Project Leaders support volunteers, develop the project, and enhance the provision that Warwick Volunteers offers to local schools and nursery.

Requirements

Applicants must have previous experience of volunteering or working in a school and or nursery.

Roles & Responsibilities:

- Work with WV staff to promote the project and recruit volunteers. Including, creating publicity resources, reviewing applications, and interviewing prospective volunteers.
- Review and lead volunteer induction training sessions.
- Review and develop volunteer resources.
- Maintain regular communication with volunteers and provide support.
- Organise socials and peer support activities.
- Maintain regular communication with WV staff to keep them up to date with progress and inform them of any issues.
- Gain feedback and quotes from volunteers and school partners.
- 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.