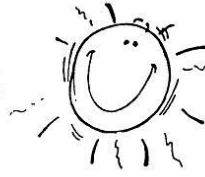


# Warwick Volunteers



## **School 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. Project Leaders help to support the volunteers, develop the project, and enhance the provision that Warwick Volunteers offers to local schools.

## **Requirements**

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

## **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.
- 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.**