

# Warwick Volunteers



## **Technology Volunteers Project Leader**

The overarching objective of Technology Volunteers is to encourage children to become creators, rather than consumers, of technology. This is achieved primarily through the development and delivery of interactive technology-based workshops, centred around **Scratch**, in schools throughout Coventry and Warwickshire.

### **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 profile and creating publicity resources as required.
- Arrange and lead the introductory meetings for volunteers - to take place after the volunteering fair.
- Contribute to Warwick Volunteers social media accounts.
- Responsible for the project resource email account and answer any questions or queries volunteers may have.
- Keep in touch with the volunteers via email and Facebook to inform them about upcoming school visits, as well as additional one-off sessions, such as the Imagineering Fair.
- Manage a project budget and organise session resources.
- Manage the volunteer application process and create spreadsheets to track training attendance, sessions attended etc
- Create and deliver regular training sessions for volunteers to ensure that everyone is familiar with the aims of the project and has the appropriate skills required to co deliver the sessions.
- Ensure all volunteers complete mandatory safeguarding training.
- Maintain regular communication with designated staff member to keep them up to date with progress and inform them of any issues.
- Be in regular contact with Margaret Low from WMG.
- Confirm session arrangements and details of volunteers attending with designated staff member.
- 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.

### **Possible additional duties:**

- Prepare for and attend conferences, including applying for attendance, writing funding applications and resource/workshop generation.

**All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.**