

**Job Description**

<b>Job Title:</b>	Volunteer
<b>Department:</b>	Adult Services/Children's Services
<b>Reports to:</b>	Service Manager, Team Leader and Support Worker's
<b>Role Purpose:</b>	To interact with, encourage and enable clients with learning difficulties to participate in a variety of recreational and educational activities.

**Generic Responsibilities:**

- Provide a consistent and professional level of support in line with the Burton Street Foundation's ethos

**Duties will include:**

- To ensure the safety of our clients
- To work towards building effective relationships with our clients
- To understand client's needs and encourage participation in appropriate activities
- To enable self-confidence, self-expression and communication through the use of creative activities
- Have a flexible approach to which session/area you work in wherever possible, unless you have stated that you would only like to work in a specific area
- To understand different ways of communication as many clients are unable to communicate verbally
- Support staff to carry out duties during sessions such as; setting up the room/activities ready for sessions; helping clients to remove their coats and get them seated; work with staff and volunteers to ensure the smooth running of activities/sessions; help to hand out drinks and snacks at break times; help to tidy up and wash any equipment; support clients to move from one place to another as required

**You will not be expected to work alone with clients or to carry out any personal care needs.**

**Discuss any safeguarding issues with a manager immediately.**

**Please ask for help/assistance if you are unsure about any aspects of the role.**