



Little Acorns Volunteer Role Profile

Role Purpose

We run weekly sessions for pre-schoolers during term time. Our volunteers are a valuable part of our team assisting in the preparation and delivery of these events.

Roles and Responsibilities

Our Little acorns Volunteers will be required to help with:

- Meeting and greeting participants.
- Assisting in seasonal sensory walks as we walk to our little acorns base.
- Handing out and collecting in resources, such as drinks, snacks, music instruments, puppets.
- Engaging with the children and grown ups
- Assisting with seasonal activities, such as seed planting, making bird feeders, scavenger hunts.
- Encouraging the joining in of activities, story time, nursery rhymes.
- Supervising the fire pit, ensuring children are safe near the fire.
- Cooking food over the fire pit, such as popcorn
- Wearing the correct protective equipment when using the fire pit (equipment is provided)
- Helping to tidy up after the session

Experience/Education/Skills of Volunteers

- Ideally, experience working with children or families is preferred.
- Able to work outside
- Confident managing a fire pit
- You will need to have excellent communication skills and be able to communicate with people of all ages and abilities.

Time commitment

Little Acorns sessions run weekly during term time.

Currently running on Mondays from 10.30-12.00. If we have enough volunteer support we are looking to also run an afternoon session from 1.15-2.45. You would need to arrive at Ness Gardens 30 minutes before the session starts to have a brief on what the activities for that week are.

10.00-12.00

12.45-2.45

You can let us know which dates you are available to support, a rota is then produced. If your plans change we ask that you provide as much notice as possible so that alternative volunteer support can be arranged.

Expectations of Volunteer

- Volunteers need to have an ability to show initiative.
- You must be willing to undertake a variety of tasks.



- A sense of humour is always welcome.
- All volunteers should be willing to support the aims of Ness Botanic Gardens.
- You must be friendly, approachable and polite to all visitors.
- You must be willing to work as part of a team.
- You will need to be reliable and punctual.
- Volunteers will be required to undertake all training offered including (but not limited to) induction, GDPR, and manual handling training.

Expectations of Staff

- Provide an enjoyable environment for volunteers to work
- Provide training when necessary
- Provide ongoing support for all volunteers
- Volunteers will be supervised by Ellie Hill, Learning and Engagement Manager. All questions/queries should be taken to her in the first instance and will be addressed in a confidential manner.

Health and safety responsibilities: The volunteer will be provided with a risk assessment for any event at which they volunteer. They will be responsible for their own health and safety and that of those with whom they volunteer. The volunteer will not work unsupervised with children or vulnerable adults.

We have a legal responsibility to ensure that you have the right to volunteer in the UK before you can start volunteering for us. If you do not have the right to volunteer in the UK already we will not be able to progress your interest any further.