



Volunteer Activity Day Support Worker Job Description

Job Title: Volunteer Activity Day Support Worker
Reporting to: Project Manager
Position: Supporting groups of children during our Holiday Activity Days

Introducing the charity

Level Trust was established in April 2013 to empower children living in poverty in Luton by providing what they need to thrive in life and at school. We do this by working in partnership with Luton schools to provide practical support including free school shoes, warm winter coats, school uniform, learning equipment for the home and enrichment activities in the holidays.

Level Trust's Activity Days has been running for several years. It is a series of free, enriching activity days for 8-12 year-old children in Luton. Each year, the project has been brilliantly received by children, parents and teachers across Luton, with participating children growing in confidence, improving their literacy skills, developing their social skills and learning about healthy living as a result of these activity days.

We...

- ... are committed to true **partnership** working, believing it brings about the best results
- ... treat all people, especially those affected by poverty, with the utmost **dignity**
- ... believe that all children deserve to be safe, happy and **have fun**, and try to have fun ourselves
- ... are **generous** and try to give other people the best of what we have to offer
- ... are **passionate about Luton**, enjoy all it's great attributes and see our work as contributing towards making it even better.

Job Description

Level Trust are looking for enthusiastic support workers to be part of the team that deliver our Activity Days. This role offers a unique opportunity to become part of a growing local charity and provide free enriching activity days to children and their families.

Working with the Level Trust Team the support workers will help to prepare, deliver and run activities that will help children to develop their confidence, future aspirations and interests.

Duties and Responsibilities

1. Support the development of Level Trust's Activity Days

- Understand and work towards the vision of Level Trust
- Embody the values of Level Trust, inspiring others to get involved
- Build relationships with children during each session, ensuring that they feel safe, have fun and form positive relationships with other children and adults during Activity Days.

2. Support in the delivery key elements of Level Trust's Activity Days project

- Support the delivery of external providers workshop sessions
- Lead and supervise children during 'down' time, (including breakfast and lunch breaks) engaging in activities as required
- Deliver impact measurement activities as part of the day
- Supervise children on bus travel and during external trips
- Support in setting up and clearing away equipment
- Follow all Level Trust policies during Activity Days including Health and Safety, Equal Opportunities and Safeguarding
- Provide behaviour management and pastoral support for children during each session

3. Support Level Trust's Activity Days volunteer team

- Help and support the team of volunteers to build positive relationships with children attending the activity days
- Give and receive feedback, as part of the Activity Days team
- Contribute to team meetings before, during and after the Activity Days
- Follow Level Trust's policies and help others to do the same

Level Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past and current employers and the disclosure and barring service.