

## Opportunities Pack

Community Sparks offers a range of opportunities to volunteers in a variety of areas, including experience of delivering sessions, getting involved in events and in the different roles within the office.

The aim of this pack is to provide you with information about the range of roles and opportunities that are available at Community Sparks. Each opportunity should be discussed between yourself and your keyworker and can be adapted to your individual capabilities and interests. You may wish to commit firmly to one role or you may be interested in exploring many. Every role varies and the level of responsibility you feel comfortable with committing to will be discussed between yourself and your keyworker.

### What does a general session look like?

We deliver weekly Community Sparks sessions on Tuesday's and Thursday's between 10:15am-12:15pm. Staff and volunteers are expected to start the session set up from **9:45am** and have cleared away and evaluated the session for a **12:45pm** finish. We ask volunteers to assist for the whole 3 hour slot to ensure consistency and build confidence in individual roles. During weekly sessions different activities and opportunities are provided including painting, arts and crafts, social games and active games in the outside space. Volunteers are supported by members of staff and the general running of the sessions is open, relaxed, social and welcoming.

## **Role Opportunities**

### During weekly sessions:

\* It is important to note volunteers are supported throughout all roles at Community Sparks and are not expected to fulfil any tasks without the support of the team.

**Activity Facilitator-** An Activity Facilitator is supported to plan, organise and deliver activities as agreed by the Community Sparks team. This role is encouraged once volunteers have experience being a *Session Support Worker* and are looking to develop their people skills, organisation and management skills and confidence in planning and the delivery of activities.

**Events Facilitator/Support Worker-** An Events Support role encourages volunteers to assist in the preparation and delivery of Community Sparks stalls at particular events. Whereas, a facilitator will be supported by their keyworker to take on higher responsibilities in organising, managing and delivering various events related to Community Sparks, including ideas and events related to fundraising. This could be evenings based at Door 84 such as Socials or could be at external locations such as at community events.

**Fundraising Support Worker-** This role involves supporting the team to plan, organise and deliver

fundraising events as well as researching ideas and event opportunities within the area.

**Gardening Support Worker-** This role requires an interest in gardening and the outside space at Door 84. A volunteer would be expected to ensure the general upkeep and maintenance of the outside space used by Community Sparks and would express an interest in development of the gardening space including a sensory garden.

**Kitchen Assistant-** A kitchen assistant is based within the kitchen during sessions and ensures the general upkeep of the kitchen facilities used by Community Sparks at Door 84. This role also includes greeting service users and making refreshments for participants and support workers.

**Office Admin Assistant-** This role is for volunteers who would like to be involved in the 'behind the scenes' work that happens at Community Sparks. An Office Admin Assistant supports members of staff in the office during weekly sessions to do a range of tasks including creating posters, leaflets and newsletters as well as preparing documents for future sessions.

**Session Support Worker-** This role focuses on the general setting up, running of and closing down of sessions. You will be expected to interact with and support staff, other volunteers, participants and support workers to engage in session activities.

**Social Marketing Assistant-** A Social Marketing Assistant will express an interest in the professional exploration and development of social networking sites

such as Facebook and Twitter. This role can also involve marketing and advertising research, such as identifying local publicity opportunities.

**Research Assistant-** This role involves researching a variety of interests highlighted by participants, volunteers and members of staff at Community Sparks. For example, this could be researching activities, workshops, possible training opportunities or fundraising ideas.

#### Outside sessions:

We also have voluntary opportunities based outside of sessions, which can include supporting the recruitment of other volunteers, outreach workshops and visiting other community groups. Many of the roles mentioned previously are flexible in regards to when the tasks are completed and through agreement with your keyworker may be completed outside of session hours.

**Outreach Support Worker-** An outreach support worker assists outside of sessions to support staff to deliver workshops in other community groups, residential housing and to engage other potential service users. This can include volunteer recruitment events at universities or building partnerships with local relevant services.

## Training

We encourage all our staff and volunteers to complete a range of training opportunities available through Community Sparks. We ask all staff and volunteers to complete the online Safeguarding and Disability Awareness training as outlined below. These can be completed in your own time so long as you bring a copy of your certificate for us to add to your file. Alternatively, we are able to support you to complete this online training during sessions if you require access to a computer or any additional support. All of the online training we direct you to will be at no cost to you, however most will ask you to register your details to allow you to access the training and certificates.

### **Online Safeguarding Training:**

<http://www.safeguardingchildren.co.uk/course-signup.html>

Information page with further links:

[www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

### **Online Disability Training:**

We are currently updating this training and will be in touch regarding training opportunities. If you have a particular interest please see the WDU Training link below.

Alternatively, we also recommend the Online Mental Health Training link below, however this is not essential to your role as a volunteer at Community Sparks:

<http://learning.camhs.org.uk/>

Due to the diverse nature of training opportunities available please refer to the Workforce Development Unit (WDU) training pack available in the Door 84 office or speak to a member of staff for specific or any particular training interests you may have.

Alternatively, the WDU website is also very useful and always available:

<http://www.yor-ok.org.uk/YorkWorkforceDevelopment/>

If you are interested in attending any of the courses available through the WDU please speak to a member of staff before registering as some courses come with a fee.

### **Policies and Procedures:**

All Policies and Procedures need to be signed off before you start volunteering with Community Sparks. These will be explored in your initial meeting and can be found on our website to be read at your convenience.