

# **Volunteering for Holiday Club 2018**

## **Leaders**

- Leaders work with one or 2 other adults plus at least 2 teen leaders in running their group of between 8 and 12 children.
- The Club is divided between Group time and Altogether time. Leaders are with their group during both.
- Activities include: getting to know the children and helping them settle, sitting with the children during Altogether time, helping with craft and talking through with the Bible story.
- All materials are provided (except a packed lunch!)
- Attendance at training, briefings and debriefings is necessary.
- The day is 8.30am for set up and concludes after debriefing by 1.30pm

## **Young leaders**

- Young leaders will work with at least one other young leader and 2 adult leaders to support the running of their group of between 8 and 12 children.
- The Club is divided between Group time and Altogether time. Leaders are with their group during both.
- Activities include: getting to know the children and helping them settle, sitting with the children during Altogether time, helping with craft and talking through with the Bible story.
- All materials are provided (except a packed lunch!)
- Attendance at training, briefings and debriefings is necessary.
- The day is 8.30am for set up and concludes after debriefing by 1.30pm

## **Background help**

This role does not involve very much direct contact with the children coming to holiday club but is an essential role to keeping up supplies to enable the group leaders to work well with the children in their groups. There is also the important safety role of keeping a watch for visitors. Tasks included in this role are:

- Be part of the team in preparations on each day
- Registration (see below)
- Acting as a waiting list monitor contacting families with children on the waiting list if space available on any day.
- Counting out craft items for each group
- Preparing mid-morning refreshments for leaders and children
- Keeping a watch on all the entrance and exit doors for children heading the wrong way and especially adult visitors expected and unexpected.
- Chatting with the children when appropriate and greeting parents/carers at pick up time.

No one is expected to do all these tasks! We will work out a rota so everyone has roles they feel comfortable with. Full details of all tasks are provided.

## **Registration**

This role occurs mainly at the start of the first day as part of a team of 6. It should only require about 1 hour and is suited to those who only have a short time they can offer. It could also form part of a person's role in the Background team. The tasks included are:

- Being part of the team preparing for each day.
- Registering a child's arrival, receiving payment and collection information plus providing group badge and any information sheets.

Detailed instructions available in advance to make sure all goes smoothly on the day!

### **Early Birds**

- Early Birds is the group caring for the leaders children before holiday club starts
- Duration approximately 45-50 minutes, children aged 5-11
- Maximum group size about 10 children plus 2 adults.
- Resources and register for the children will be provided.

### **Family Night**

Family night is open to all families with children at holiday club and will be held in the early evening. It is a simple hot dog and salad supper plus delicious puddings while having the opportunity to see what has been going on at Holiday club. Help is needed with food preparation, as well as set up and serving on the night.

### **Parents Café**

- Helpers are needed to prepare, serve and clear up refreshments, and chat to parents as they arrive to drop off children.
- Bakers of cakes, slices and biscuits are also needed.