



## VOLUNTEER RESIDENTIAL ROLES DESCRIPTIONS

### Team Volunteer

You will be part of an integrated team, involving teenagers in need of extra support, young adults with either a learning or physical disability, and other volunteers. You'll undertake lots of exciting activities, ensuring that your team members gain the most from their experience – having fun, learning loads of new things, and developing skills and confidence.

### Team Coordinator

You will take responsibility for encouraging the involvement of all team members in activities, supporting those who wish to practice leadership and for maintaining to team's equipment and resources. You will also ensure that your team is on time for activities and in the right place, identifying support and leadership within the team.

### Team Advisor

You will support both the volunteers and the participants in the team by helping facilitate people's development, drawing out the learning through reviews, feedback and appropriate exercises. Usually this role is taken on by an experienced FOCUS volunteer or someone with a youth work background and understanding of personal development theory.

### Acts & Entz Team Volunteer

The Acts 'n' Entz team consists of volunteers, preparing and presenting activities materials, providing entertainments, and organising fun activities for free time and in the evenings. Ideally suited for well-organised and out-going individuals, including borne entertainers and compares!.

### Duty Team Volunteer

As a vital part of any FOCUS project, the Duty team help with key tasks and duties. This includes helping to serve meals, washing-up, cleaning and tidying and site checks. There is the opportunity to join in with the group activities once these tasks have been completed.

### Cook

You will prepare and cook meals for approximately 80-90 people during weeklong residentials and keep the kitchen and its equipment in a hygienic and safe state. You will have a good understanding of hygiene regulations and be able to control stock items and minimise wastage.

There is also the opportunity to help prepare menus and be involved in activities once duties are completed. A Food Hygiene certificate is required.

### Nurse

You are responsible for the health and welfare of the staff, volunteers and participants who attend our residential projects. Your responsibilities include keeping all medication secure at all times, administering medication at required times and ensuring first aid kits are correctly and fully stocked.

In addition you will be required to log all accidents in the accident book and respond to individual requests. You must be a state registered RGN with recent experience.

**Contact the FOCUS office on 0116 251 0369 for project dates and availability of opportunities**