

THE METHODIST CHURCH
Volunteer Advisory Information

3a. VOLUNTEER OUTLINE

The following provides you with information about the role of a Volunteer at The Ark and our commitment to you. Please read through carefully. If you have any questions about it please contact Janette.lea@crawcrook.org.uk Tel: 01914131339

Background Information to the Position: The Ark is situated on the Main Street in Crawcrook on the site of the old Robert Young Memorial Church. The Ark is a Fresh Expression of Church which aims to be a place where the community can meet, have fun, be supported and welcomed.

Location: Volunteers will be based in one of two areas (or both if their interests are varied). We need volunteers for the cafe side of the venture and also volunteers for the play frame area.

Purpose and Objectives: The Ark is a church and as such is heavily reliant on volunteers to keep running. We have a paid Church Centre Manager, assistant manager, two Cafe Supervisors and an apprentice, in addition to Deacon Tracey Hume who is the ministers for The Ark.. The volunteers are needed to work alongside these people and will be supervised by them. The main purpose of the volunteers is to assist in the smooth running of the day-to-day activities in the centre and to ensure all those who enter The Ark are made to feel welcome.

Main Tasks: Some of the main tasks are dependent upon the skills each volunteer brings to The Ark as we are keen to use people's gifts and skills to optimise what The Ark offers. However there are some duties which will be common to most of the volunteer posts:

General Play Centre volunteer

- Making people feel welcome, greeting them as they arrive, chatting to them.
- Serving drinks and snacks to the tables
- Clearing and cleaning tables
- Assisting behind the cafe counter taking orders, making drinks, getting small snacks
- Helping the Cafe Supervisor to fulfil all food safety and hygiene requirements
- Helping the Cafe supervisor to get the cafe ready at the beginning of the day and clear away at the end of the day
- Taking admission money
- Observing that children and their families are safe and happy in the Play Frame area
- Helping to clear tables in the Play centre
- *Helping to keep the Play Centre clean and tidy*
- *Helping the Centre Manager to ensure the Play Frame is ready at the beginning of the day and clean and tidy at the end of the day.*

Kitchen volunteers:

- Assisting with food preparation
- Operating the dish washer
- Assisting with deliveries
- Clearing tables
- training health and hygiene regulations/practices

Activities/SNAP volunteers:

- Welcoming families, taking admissions and serving behind the counter
- Supervise and engage with children during our Family friendly sessions.
- Assist with setting up and tidying up after sessions
- Give us creative input and share ideas

Responsible to: All volunteers will be supervised by the kitchen supervisors, assistant manager or leader of the individual sessions. The Church Centre Manager will oversee much of the training and will have overall responsibility for all volunteers.

Responsibility for Volunteer Staff: Volunteers will not generally have responsibilities for others. If situations arise where some responsibility is needed this will only be done in full negotiation with the volunteer and suitable training will be provided.

Meetings to Attend: There will be a 2-3 times a year meeting for all volunteers with the Ministers and other paid staff to review how things are going and make plans for future activities. A minimum of 2 weeks notice will be given for this.

Time Commitment: There is no set time commitment, volunteers are free to offer as much or as little time as they can commit to. However, in order to create rotas and ensure we have enough cover in the cafe and play centre each day it would be helpful if all volunteers could provide the centre Manager with their available dates and times a month in advance.

Volunteer hours are available Monday-Friday between 9:00-3:30pm.

(SNAP Every alternate Thursday 4:15-6:15).

Training To Be Undertaken: All volunteers will be offered basic training in Safeguarding, health and safety, equipment use and fire safety. Other training will be offered as and when required.

For those volunteers who wish to help with the disabled only sessions and Ark activities some more specific training will be provided.

Support and Supervision: All volunteers will be supervised by either the Centre Manager, Assistant Manager or Cafe Supervisors but will also have access to support from the minister Deacon Tracey Hume. There will be an open door policy where any volunteer can seek support or advice at any time from either their Supervisor or minister

Equipment Provided: You will be provided with an Ark T-shirt to wear during your shift.

Expenses: The Ark can cover any reasonable travel expenses if you are travelling further than 1 mile to reach us. Please retain your travel tickets or see the manager for details on petrol costs. A Whilst on shift, volunteers will be provided with free tea or filter coffee and will receive a 25% discount on all other food and drinks. After being with us for 6 shifts, volunteers will receive a pass to the Ark, for 12 free play centre entries annually (pass is subject to use only whilst volunteer is still volunteering at the Ark).

Trial Period: All volunteers will be asked to complete a trial period of 3 months where both the Ark and the volunteer can review how arrangements are going.

PERSON SPECIFICATION

When completing your Volunteer application form please refer to the following person specification.

Attributes	Essential	Desirable
Relevant Experience		Some experience working with children and/or families affected by disability or special needs. (If wishing to offer to help in this area)
Knowledge and Skills	<i>We wish to utilise, where appropriate, the unique skills and gifts which each volunteer brings.</i>	
Personal Qualities	The ability to relate well to the general public and make people feel welcome and valued.	
	Able to work well as part of a team.	
	Ability to show initiative, especially in a busy working environment.	
Availability	Be able to offer a regular commitment either weekly or monthly (number of hours up to the individual and their personal circumstances)	
Beliefs and Values	Be comfortable working within a church environment and the ethos of The Ark.	
	Be comfortable working within an organisation which values Equality and Diversity and strives towards being fully inclusive.	
	A commitment to helping The Ark engage with, support and listen to the local community.	

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3c. APPLICATION FORM FOR AN APPOINTMENT AS A VOLUNTEER

VOLUNTEER POST

CHURCH **The Ark, Crawcrook**

CONFIDENTIAL

(Please complete in black ink)

Please return the completed application form to: Janette Lea, The Ark, Main Road, Crawcrook, Ryton, Tyne and Wear, NE40 4TW janette.lea@crawcrook.org.uk

Name: (Block letters)	Title:
Address: (Block letters)	
Day Time Telephone number:	Evening Telephone Number:
Email Address:	
State of health: Are you aware of any health problem that may affect your work with us?	

Please list any relevant experience including employment, work experience and volunteer experience in the Church and the community.

Please list any education, training, skills or qualifications you feel may be helpful and relevant to your work in The Ark.

Would you be comfortable working in a church environment?

How much time could you commit to us and what days and times suit you?

Do you see your time commitment as long or short term?

Please provide the names, address, email address and phone numbers of two referees

1.

2.

I declare that all the information contained in this application is true, accurate and complete. I understand that if it is subsequently discovered that any statement is false or misleading this will be sufficient grounds for cancelling any agreement that may be made. I understand that I am not completing an application for paid employment.

Signed: _____ Date: _____

Where did you hear of this vacancy? _____

ETHNIC MONITORING FORM

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity.

The information sought below will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

NAME

Please place a tick against the category which best describes your ethnic origin.

White European

White (Other)

Black European

Black Caribbean

Black African

Black (Other)

Indian

Pakistani

Bangladeshi

Chinese

Other ethnic group (please specify)

After completing and returning this sheet with the application form, the sheet will be kept in your file.