



# Volunteering at Daniel's Den

## Volunteer's information sheet

Volunteers are essential to the work of Daniel's Den. Our parent and toddler groups are run by the community for the community. There are lots of opportunities to volunteer and please don't hesitate to contact us if you are interested.

### Volunteer roles

A tentative list of roles that volunteers could do at Daniel's Den – this list is not exhaustive and can be added to!!

#### Sessions

- Welcome table
- Cleaning toys
- General cleaning – toilets, floor etc
- Gardening
- Kitchen
- Helping new people settle in – befriending
- Crafts coordinator
- Setting up

#### Office

- Database
- IT coordinator
- Answering telephone calls
- Website
- Publicity
- Sending cards – missing you, birthday, new baby

#### Fund raising

- Appeals coordinator
- Friends of Daniel's Den
- Event's organiser
- Catering

#### Other

- Shopping
- Photographer
- Sowing seeds representative
- Displays
- School liaison
- Children's centre liaison
- Environment – green zone/recycling
- Social activities

**I love volunteering at Daniel's Den. I may be an older person, but I still feel I have something to give. I am a mum and grandma, and I know what it is to be lonely and isolated. If I can help encourage young parents, then I feel like I'm making a real difference in the community!**

### What do I need to do if I want to volunteer?

If you are interested in volunteering, please contact us: 020 89086986 or [volunteer@danielsden.org.uk](mailto:volunteer@danielsden.org.uk) We recommend you come and visit one or more of our sessions prior to applying. Check out the competencies we look for – see over the page.

We do have a recruitment process that involves filling in an application form, an informal chat, signing a volunteer agreement, references, DBS checks and then an induction process. Onsite training is provided and there is the opportunity to go on various training courses e.g. first aid, safeguarding. Travel expenses will be refunded on production of receipts.

## What we look for in a volunteer

VOLUNTEER SPECIFICATION	ESSENTIAL	DESIRABLE
Personal Qualities	<p>Commitment to Daniel's Den, it's vision and values</p> <p>Desire to support families</p> <p>Willingness to accept responsibility and use initiative</p> <p>Willingness to be accountable</p> <p>Reliability and punctuality</p> <p>Commitment to equal opportunities and non-judgemental approach</p>	Ability to establish and maintain boundaries.
Education		Basic literacy and numeracy skills
Experience		Experience of volunteering
Skills	<p>Good listening and communication skills.</p> <p>Reliable, with good time management skills.</p> <p>Flexible/adaptable.</p> <p>Ability to work in teams</p>	
Knowledge and Understanding	<p>Understanding of the importance of confidentiality.</p> <p>Understand the issues facing families and young children</p>	An awareness of social inclusion.

Volunteering at Daniel's Den has helped me develop confidence and my English – I have just got my first job thanks to the experience I had. Thank you!



**Together Everyone Achieves More**

Many people have gone on to further education and jobs, because of volunteering with us. Testimonials are available on request.