

## Volunteer Role Descriptions

These Role Descriptions should help to give you an idea of the volunteers that we are looking for in each of our projects. If there is a particular role that interests you, please let us know in your application, but be aware that we cannot promise that you will be able to volunteer on that project.

### All Aboard / Family workshops

#### We are looking for someone who

- Is over the age of 16
- Is enthusiastic and motivated
- Is passionate about the arts and creativity
- Is committed to spreading the word about darts
- Is reliable and committed
- Is confident in speaking to members of the public
- Isn't afraid to join in with activities
- Is patient and understanding
- Is confident in working with children and young people with disabilities
- Can put families at ease
- Sees our participants as kids, rather than focussing on their disability
- Is able to support our participants, without doing activities for them
- Is calm and practical
- Has previous education or caring experience (not essential)
- Has lived experience of disability (not essential)

#### Tasks involved in this role are

- Welcoming families to our sessions
- Signing participants in
- Supporting individual participants to take part
- Helping artists to set out materials
- Making sure participants are heard
- Encouraging participants to have a go at activities
- Communicating practical arrangements to parents and carers
- Helping artists to clear away at the end of the session
- Supporting the artist leading the session

## Singing for Memory

### We are looking for someone who

- Is enthusiastic and motivated
- Is passionate about the arts and creativity
- Is committed to spreading the word about darts
- Is reliable and committed
- Is confident in speaking to members of the public
- Is an enthusiastic singer – we believe everyone can sing, please don't worry about feeling that you are a 'good' singer
- Is empathetic and supportive, and not patronising
- Is welcoming and not afraid to get involved
- Has completed Dementia Friends training (or is willing to complete this as part of their induction training)
- Is happy to chat with our participants

### Tasks involved in this role are

- Helping our artist to take a register
- Welcoming participants to the sessions
- Showing participants in and out of the workshop space
- Welcoming new participants to the group and collecting their details
- Assisting with giving out name tags and making these up for new participants
- Giving out lyric sheets and instruments
- Chatting to participants and their families and carers
- Being alert in the session to participants and their needs
- Sitting next to participants and encouraging them to take part
- Supporting the artist leading the session

## Creative Directions

### We are looking for someone who

- Is enthusiastic and motivated
- Is passionate about the arts and creativity
- Is committed to spreading the word about darts
- Is reliable and committed
- Is confident in speaking to members of the public
- Is welcoming and friendly
- Is willing to get stuck into all kinds of creative activities
- Is confident to approach and support participants
- Is sensitive to participant's needs and aware that they may participate at different levels
- Is proactive and looking for opportunities to help in sessions
- Has a professional approach and is able to navigate the line between volunteer and friend
- Is a good listener
- Is comfortable talking to all kinds of people
- Has a health and social care background (not essential)
- Has lived experience of both mental health issues and recovery (not essential)
- Has previously attended Creative Directions (not essential)
- Has attended mental health first aid training/ is willing to attend training (not essential)

### Tasks involved in this role

- Welcoming participants to sessions
- Collecting contact details from new participants
- Being an 'example' participant, demonstrating how to participate and asking clarifying questions
- Supporting the Participation Co-ordinator
- Helping to set up and clear away materials
- Making sure all participants have the equipment they need
- Working with other members of the volunteer team
- Supporting participants to get involved but not doing the activity for them
- Supporting the artist leading the session

## Front of House/ Gallery/ Events

### We are looking for someone who is:

- Enthusiastic and motivated
- Passionate about the arts and creativity
- Committed to spreading the word about darts
- Reliable and committed
- Confident in speaking to members of the public
- Friendly and welcoming
- Helpful and proactive
- Calm and measured when dealing with members of the public
- Good at reading people and judging when to step in and when to give people space
- Experienced in dealing with members of the public (or similar)
- A clear communicator, especially when dealing with those who might have communication difficulties
- Clear on the role and comfortable with handing things onto a member of staff when needed
- Comfortable working within a mixed team of staff and volunteers
- Happy to help at big events (might involving serving drinks, helping to set up and clear away, direct people around the building, communicating key messages etc.)
- Able to retain information and follow instructions
- Looking for a regular volunteering opportunity
- Able to use initiative
- Happy to wear a volunteer t-shirt and look smart and presentable
- Happy to show visitors around the building and assist staff in different areas
- Interested in learning basic Makaton to aid in communication
- Experience of working with children (not essential)

### Tasks involved in this role are

- Welcoming participants and visitors to the building
- Working in regular shifts and at big events
- Showing participants to workshop spaces
- Telling visitors about darts' work

## Dance On

### We are looking for someone who

- Is enthusiastic and motivated
- Is passionate about the arts and creativity
- Is committed to spreading the word about darts
- Is reliable and committed
- Is confident in speaking to members of the public
- Is happy to join in with dancing
- Is a people person and a clear communicator
- Is focussed and calm
- Is able to be the artists' safety eyes and ears in the session
- Is over 50 (not essential)

### Tasks involved in this role are

- Welcoming participants to sessions
- Gathering contact details from new participants
- Keeping an eye and ear out for feedback from participants and pass this on to artists
- Helping the artist with taking a register
- Helping the artist with taking payment
- Helping artists to amend dance instructions to support participants e.g. demonstrating seated movements
- Helping with setting out chairs and clearing them away at the end of the session
- Supporting participants to get involved but not doing the activity for them
- Supporting the artist leading the session