

MILTON KEYNES PLAY ASSOCIATION

JOB DESCRIPTION

POST TITLE	Play and/or Craft Assistant, Volunteer Role
RESPONSIBLE TO	Play Services Manager
HOURS OF WORK	Flexible Hours between Monday-Friday 9am-5pm Potential for weekend work
SALARY SCALE	Volunteer Role

MKPA Core Aims

Making Play Happen — we want all children in Milton Keynes and the surrounding area to have the opportunity to direct their own play in an open and accessible environment.

Making Play Matter — we want to ensure that the statutory, private, voluntary and community sector understand the value of child-centre, free play, and that the organisations that work with the children are trained and resourced to provide high quality play opportunities.

Scrapstore & Resource Unit: We work with local companies who have waste products, overruns, promotional materials and much more. These items would normally go to landfill sites, but we collect these items which are freely donated. Staff and volunteers' sort and display and provide ideas for use to help children resource creative and imaginative play.

Job Overview

To actively assist in play services and the Scrapstore to provide play and craft opportunities to children in disadvantaged communities. The role will involve working as part of a team to deliver a diverse sessional play activity programme. You will be required to take an active role within the delivery of activities with particular focus on participation and interaction.

PRINCIPAL ACCOUNTABILITIES/KEY TASKS

PLAY SCHEME

1. Deliver and actively involve children within games and activities appropriate to the scheme.
2. To be proactive in offering ideas and initiating activities, whilst having an appreciation of the impact of adult intervention on children's freedom to choose and create their own play environment.
3. With direction from the Play Services Manager, contribute to the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds stages of development and emotional needs.

4. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory requirements.
5. Enable children's feedback and ensure it is acted upon as appropriate.
6. Work as part of a team, ensuring a range of activities are delivered at all times.
7. To be respectful to children and members of the public at all times.
8. To undertake training relevant to the post.
9. To be prepared to take a flexible approach to working hours.
10. Generally, support the work of colleagues.
11. To wear uniform provided at all times.
12. To assist the Play Services Manager in cleaning up after events.



SCRAPSTORE & RESOURCE UNIT

13. Assisting in the Scrapstore, including helping members of the public, putting materials out on shelves, putting surplus materials away in the warehouse and general tidying.
14. Making up craft & activity packs and kits for distribution around community groups.
15. Identifying useful resources amongst incoming donations and preparing the materials to be used in Craft & Play sessions.
16. Joining in with idea forming/brainstorming sessions.

Contact Nicole Haviland on **01908 263033** or email nicole@mkpa.co.uk

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