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**VOLUNTEERING AT FOOTPRINTS**

**VALUES**

* ***Demonstrate Respect through listening actively to others and being non-judgmental***
* ***To create a welcoming and friendly atmosphere***
* ***To recognise diversity through treating people as Individuals***
* ***Demonstrate equality through showing no difference among those we work for and with***
* ***Maintain confidentiality through being clear about boundaries and meeting the requirements of the confidentiality code***
* ***Provide support through matching need***
* ***Demonstrate commitment through generating positive energy individually and collectively***
* ***Underpin work with a feminist ethos that raises awareness of the inequalities experienced by women in society and provides interventions to redress the balance***

**Women’s Support**

**Role: Support Volunteer**

**Responsible to:** Women’s Support Worker/ Family Empowerment Worker/ Support ServicesManager

**Duties:** To assist in activities and outings led by the Family Empowerment Worker. This will include the Afterschool’s Club and the Young Girls Group. To assist in activities and outings led by the Women’s Support Worker. This will include the Seniors and 50plus Groups. Also to assist in the Women’s Drop in – clear & wash down tables and provide a warm welcome to visitors and women using the Centre.

**Training:** All Volunteers must complete Child Protection Training, Vulnerable Adults, and Health & Safety & Fire Safety.

**Signing in**: To comply with fire regulations all volunteers are required to sign in and sign out in the volunteer book held at the front office.

**Food Services**

**Responsible to:** Food Services Manager

**Role 1: Kitchen Volunteer**

**Duties:** To assist the daily service at Footprints Deli: washing dishes, clearing and washing tables in Drop in, filling hot water flasks and operating cash register.

**Training:** All volunteers must attend an induction sessions on Food Safety, Health &Safety, including Safe Lifting and Fire Safety.

**Signing in:** To comply with fire regulations allvolunteers are required to sign in and sign out in volunteer book at front office.

**Protective Clothing:** Volunteers will be provided with an apron and protective gloves

**Role 2: Social Supermarket Volunteer Driver**

**Duties:** To pick up food stock from Fareshare warehouse and Lidl and bring to Footprints Social Supermarket.

**Training:** All volunteers must attend an induction on Food Safety, Health &Safety, including Safe Lifting and Fire Safety.

**Signing in:** To comply with fire regulations, allvolunteers are required to sign in and sign out in volunteer book at front office.

**Protective Clothing:** Volunteers will be provided with protective gloves

**Car Insurance:** Volunteers using their cars for volunteering must ensure that they have contacted their insurance company and advised (some volunteers will have to pay a charge however most do not) and they must ensure that they have appropriate car insurance and their car is taxed and road worthy.

**Travel Expenses:** Volunteers must complete a Mileage Claim Form to claim expenses

**Role 3: Social Supermarket Volunteer**

**Duties:** To assist the service at the Social Supermarket: stacking shelves, checking sell by dates, checking food and packaging is of good quality and operating cash register.

**Training:** All volunteers must attend an induction on Food Safety, Health &Safety, including Safe Lifting and Fire Safety.

**Signing in:** To comply with fire regulations, allvolunteers are required to sign in and sign out in volunteer book at front office.

**Protective Clothing:** Volunteers will be provided with an apron and protective gloves

If volunteering on a Thursday to put away the Fare share order, volunteers will be issued with a voucher to carry out a food shop.

**Role 3: Food Garden Volunteer**

**Duties:** To assist in the maintenance of the food growing garden

**Training:** All volunteers must attend an induction on Health &Safety, including Safe Lifting and Fire Safety.

**Signing in:** To comply with fire regulations, allvolunteers are required to sign in and sign out in volunteer book at front office.

**Protective Clothing:** Volunteers will be provided with protective gloves and waterproof Poncho

**Footprints Daycare**

Volunteers within Footprints Day Care bring a wealth of experience and provide a vital contribution to the high standard of care offered to the children using our service.

**Role:** Child care Worker

**Responsible to:** Childcare Manager

**Duties:** To work within the childcare department to support the development of children 0-4 years. Duties include: Maintaining a safe, warm and stimulating environment where all children are given the opportunity to reach their full potential.

**Training:** Volunteers will receive a full induction as well as on-going in house training in line with current legislation.

**Signing in:** We would ask that all volunteers would sign in and out to comply with fire regulations.

**Clothing:** We would ask that volunteers wear appropriate clothing and soft footwear.

**Hours:** We would be happy to discuss the hours that volunteers can offer. We would ask that these hours are agreed on a weekly basis. In this way we would be offering continuity of care for the children.

**Child-care:** We have limited availability of child-care if this is required to assist you in volunteering with us.

**All hours will be discussed prior to your shift with us and we are happy to provide you with a free lunch while you are volunteering.**