

Pregnancy & Parents Centre
Volunteer Role Description: Bookbug Support Volunteer
Date: September 2024



PPC volunteers will work from our centre at 188 Pleasance, EH8 9RT, unless the role involves outreach work or working from home. Our centre is located in the Pleasance and is on all major bus routes through the city. Bike racks are situated close to the centre, but we do not take any responsibility for bikes secured on the public bike racks. On street, paid parking is available all around our centre but we encourage all volunteers to consider green travel methods if possible.

Background to the role:

We will be launching a series of new weekly sessions at the PPC, on Wednesday mornings between late October 24 - February 25 and require a volunteer who can commit to the weekly session to help the Bookbug facilitator get ready for her families, to help with refreshments and to restore the room to order after each session.

Description of Duties:

- Supporting the facilitator is setting up the room with seating, toys and books.
- Welcome families to the centre, showing them where to go and help with buggy parking.
- Prepare the refreshments whilst the session is running. This will be making toast, heating the urn for water for hot drinks and setting out plates of biscuits. On occasion, other refreshments may be required but

this will not require cooking/baking skills.

- Help the facilitator give out refreshments
- At the end of the session, encourage families to leave and help them do this (being mindful that they may have babies and toddlers).
- Help the facilitator tidy up the room, returning equipment to the storage in the centre and ensure the room is ready for the next session/facilitator.
- Along with the facilitator, wash dishes and return the kitchen to be ready for the next facilitator.
- Ensure you get a cuppa and biscuit for yourself!

Impact of the Role:

Without an able volunteer we do not feel we can run these free to attend, inclusive sessions. It is expected that parents or carers who attend will be from varying demographics and backgrounds and this is a key aim of providing these sessions. As a free to attend session, the aims of Bookbug is to encourage a love of reading and to support language development. Your involvement will ensure families feel welcomed, looked after and enjoy their Bookbug session, whilst allowing our facilitator to run the session and interact with families in accordance with Bookbug aims and objectives.

Skills needed for the Role:

- Be welcoming and friendly
- Quick, efficient and tidy work ethic
- Be kind, understanding and non-judgemental
- Punctuality is essential so that the session is ready for families as they arrive.

Time commitment:

2 hours each week generally between October 2024 and the end of January 2025. We anticipate this being between the times of 9am - 11am with the session running 9.30am - 10.30am therefore a half hour on each side to set up and clear up.

What we will provide to help you in the role:

- Basic explanation and walk through of how the session will run and timings of what is expected, when.
- We are able to provide out of pocket expenses as incurred as a direct result of your volunteering with limits which will be confirmed to you in more detail via our Volunteer Policy.
- Tea / coffee and really tasty biscuits.

- Invite to our AGM and any PPC social events
- Background information on how we look after our families and expectations of our volunteers.

How to register your interest:

Send us an email and tell us a bit more about you and why you would like to be part of this project. We would also ask you to share a CV along with your email to our Coordinators on: volunteers@pregnancyandparents.org.uk