



## **ROLE DESCRIPTION- COURSE TEAM**

### **Course Team Volunteers are:**

- Friendly and approachable
- Non-judgmental, open about our own experiences and humble
- Prepared to join in with and facilitate group discussions
- Sympathetic to the Christian ethos of the Princess Project (although they do not need to have a Christian faith themselves)
- Prepared to help out wherever needed
- Good team workers
- Ambassadors for the Princess Project
- Able to commit to come along every week for the duration of the course
  
- Parents themselves, or with parenting experience (Parentalk only)

### **At each session, volunteers will:**

- Arrive at least 15 minutes before the start of the course to help set up
- Help out during the session where needed
- Tasks may include:
  - Leading and facilitating group discussions/activities
  - Taking drinks orders
  - Making and serving refreshments
  - Welcoming and talking to mums, especially anyone who is new
  - Helping with the creche
- Help clear up afterwards
- Contribute to any debrief afterwards

### **Financial Considerations**

Any costs incurred during the course of volunteering (e.g. for petrol, or if a volunteer is providing the refreshments) can be claimed back from the Princess Project. Receipts should be obtained and kept for all such expenses, and they should be given to the project leader along with a completed Volunteer Expenses form.

### **Training**

- Volunteers will be given the course material a minimum of a week ahead, allowing them to read through it/watch the DVD and prepare for the session in advance.
- A planning meeting and a debrief meeting will generally be held before the start and after the end of a course- volunteers should make every effort to attend these meetings if at all possible.

### **Complaints/Grievances**

- If you have any concerns about any aspect of your volunteering, or about anything else concerning the Project, please speak to the Project Leader or Shine team leader in the first instance, or one of the trustees if the problem concerns the project leader. For more information see 'Grievance procedures for volunteers' guidance.