

Volunteer Job Description

When you begin volunteering, you will be introduced to a member of staff who will mentor you during your first few days. They will introduce you to all the staff and will show you where everything is located.

Skills & Qualities Needed:

- ✓ Energy
- ✓ Enthusiasm
- ✓ Commitment
- ✓ Sense of humour
- ✓ Ability to work as part of a team

As well as volunteering for the many services provided by the Centre, we also welcome help with reception duties. The main aspect of reception work is to answer the telephones, you will also welcome visitors, staff, children and their families. In addition, you may be asked to help open post, type correspondence, photocopying or even design a pamphlet like this one!

Fundraising

Being a charity, we rely wholly on grants & fundraising to keep our Centre open! We always welcome volunteers to help us in this area.



We are always looking for help & new ideas, if you feel you can help the Charity in any way, however small, please contact us. Thank you for taking time to read this pamphlet.

The Forest of Dean Children's Opportunity Centre
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Email: admin@childoc.org.uk

Or visit: www.childoc.org.uk

We hold an up to date volunteer policy

Volunteering

What's in it for me?



A Guide To Volunteering
With The Forest Of Dean
Children's Opportunity Centre

'Supporting young children with special needs & their families'

charity no: 284975

Introduction

This pamphlet has been designed to give help and encouragement to those interested in volunteering at The Forest of Dean Children's Opportunity Centre. Volunteering is a most rewarding experience, not just for those you can help, but also for your own personal development.

About The Centre

The Forest of Dean Children's Opportunity Centre is a registered charity, which offers professional support and advice to families in The Forest of Dean area who have a child aged 0—7 years of age with a special need and/or learning difficulty.

Some of the services the centre provides:

Playscheme

This happens every half term & holiday period except for Christmas. It is for children aged 2 – 7 years who have a special need/disability who live in The Forest of Dean area, as well as able bodied children aged 3 – 5 years from the local community. It provides a safe, stimulating & happy environment in which the children may learn, play & develop.

Information Library

This includes book, video & internet facilities. The purpose of this is that parents, carers & professionals can access a wide variety of information grant applications, other services available, advice on specific syndromes etc.

Support group – for parents who have a child with a special need/disability.

Time Out For Special Needs – This is a group for parents/carers who have a child with a special need/disability.

Rainbow Group (Conductive Education) – These groups are run jointly with Coleford Early Years Centre and are for children who have a co-ordination difficulty between the ages of 2-7.



These are just a few of the services available at the centre. Please contact us to find out more.

Ben's Story

It had always been an aim of mine to work with children. Having relocated to the Monmouthshire area I found that I had time to pursue this further, initial contact with Marilyn Smith, Family Services Manager, resulted in my volunteering for the Holiday Playscheme!



Ben Foulger, Volunteer

It has in fact been a life changing experience for me. I found the work to be incredibly rewarding, and it has confirmed to me that this is the field of work I wish to pursue as a full time career. The support from all the staff, in particular Marilyn Smith, was wonderful. I was made to feel very welcome and part of a motivated team. I can not thank them enough for the amazing opportunity I was given or praise highly enough the work they do!

A Parent's Comment

"Luke has Down's Syndrome and has attended The Forest of Dean Children's Opportunity Centre from the age of 3 months old. The support they have given to both Luke & I has been great."

"Luke also attended the Holiday Playscheme with his sister, this is an excellent idea, as not only is it constructive and entertaining for both Luke and his sister, but it also enables me to recharge my batteries, giving me a break!"

"My son attended Parent & Toddler groups and also playgroup where his speech progressed tremendously, his counting and recognition of colours also much improved." **Thank You!**

"Being involved with the Opportunity Centre has been a personal journey and it is with pleasure I wish to express my untold thanks to the Centre for the care of Campbell, my son. He has improved in his development in all area since the beginning of his program. In the beginning the drop in session, followed by Portage and finally the weekly program of invaluable lessons, these have all helped both to improve his mental and physical well being. The benefits of his Portage home visits to arm all the family members to be able to educate Campbell in a better manner are imperative. To say being grateful would be an understatement, this is why The Opportunity Centre should be allowed to flourish and develop its facilities to help improve the education of the next needy generation. Without this facility my personal journey to educate my son would have been much more troublesome. It is so important to the community to have that vital support in otherwise difficult times."