Park Champion Volunteer
Role Description

Education Visit Support Volunteer

QUEEN ELIZABETH OLYMPIC PARK

Education Visit Support Volunteer

Description

We're looking for people who are really passionate about Queen Elizabeth Olympic Park whether an existing volunteer, a local resident or someone who is getting involved in the Park Champion programme for the first time to help assist visitors to the Park.

Some previous experience on the Park, as a Team Leader or in a Community Guide role would be advantageous but not essential – as long as you're friendly and enjoy talking to people of all ages and backgrounds we would love to hear from you.

Roles can include:

1. Delivering the Energy & Sustainability education visit (for Community Guides only).
2. Delivering a Park tour (for Community Guides only).
3. Chaperoning students from their school to the Park and return.
4. Assisting Our Parklife staff with the delivery of an education visit.

Location - Across Queen Elizabeth Olympic Park with possibility to travel from a local school to the Park with a group of students.

Key responsibilities

To deliver the Education Visit:

- Guiding visitors around the Park.
- Delivering the pre-agreed script, talking about the 2012 Olympic and Paralympic Games and reflecting the legacy and its '8 years on' story that volunteers have been a huge part of.
- Supporting on delivery of future education events/activities.
- Promoting the Park, volunteering opportunities and local activities to new local residents.
- Helping keep your group of students on schedule.
- Helping ensure a safe educational visit.
- Reporting any issues or comments to Our Parklife staff.

For the chaperoning role:

- Reading a full risk assessment in advance of the trip (where appropriate).
- Making your own way to the school or meeting them at a pre-agreed location on the Park.
- Meeting the teacher at the school a few minutes before the trip to allow time for a quick briefing and any questions.
- Supporting the teacher as an extra adult member of the party – follow their instructions to help manage the school students on route to the Park.
- Assisting the teacher with the group while at the Park. Depending on what they are doing when they visit, there may be an opportunity to give a short tour or help with delivering one of the lesson plans. This will be agreed in advance with the teacher.
- Helping keep your group of students on schedule.
- Helping keep your assigned students quiet enough to hear all instructions and on task while they are completing their field work.
- Helping ensure a safe educational visit.
- Immediately address any behaviour that endangers other students or negatively impacts the surroundings and bring it to the attention of the teacher immediately.
- Remaining with the children at all time unless otherwise agreed with the teacher in charge.
- Helping guide the students back to the school.
- Reporting any issues or comments to Our Parklife staff.

Reports to – Gabriela Goncalves, Volunteer Manager for Our Parklife

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Time commitment

We are looking at training a small team of volunteers who can do a minimum of five shifts a year. The school trips will be week days, day time and will last for a few hours. All volunteers need to apply for this role during the application window.

Required skills

- Friendly, passionate and enthusiastic – you will be one of the key representatives of the Park.
- Good communication skills – The Park is for everyone and all volunteers need the ability to communicate with a range of visitors from different background and with different needs.
- For certain tasks, being a trained Community Guide.
- Able to work in a (sometimes) hectic environment.
- Being fully DBS checked (if required).
- Working with children in an educational setting.
- Understanding of safeguarding procedures.

Support

Training for this position will be provided: Safeguarding (mandatory), Welcome All – disability awareness (preferable) and First Aid (preferable).
In addition, the Volunteer Manager will be available to answer questions and provide assistance as required. There is also the opportunity to develop other skills and take on new responsibilities and opportunities as they become available. You will always be working alongside the school members of staff and you will receive support from Our Parklife staff.

Dress code

Our Parklife will provide a volunteer uniform, to be worn with black trousers, comfortable shoes and appropriate layers depending on the weather.

Welfare

In addition of the usual travel expenses arrangements, you will be able to claim the travel cost from the school to the Park if public transport is used.

For more information, please email - Gabriela Goncalves, Volunteer Manager
volunteer@queenelizabetholympicpark.co.uk
07971 774 539
https://ourparklife.co.uk/volunteering/

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