

Learning Volunteer - Minnows Explorers Role Description

The National Maritime Museum Cornwall is a place to enrich your understanding of the sea and Cornwall.

Our volunteer team are at the very heart of the Museum, working alongside paid staff in a wide variety of roles.

What will I be doing?

You will be helping the Museum expand our Early Years provision by assisting with our new **Minnows Explorers** sessions which are designed to support grandparents and grandchildren to play games and explore the Museum together.

In partnership with the Eden Project, we will be introducing a new exciting programme which provides ideas to support children's early years' development and gives grandparents and grandchildren an opportunity to meet and interact with others at the Museum. The Minnows Explorers Volunteer will facilitate play and fun for children aged 18 months to 5 years with their grandparents.

This programme is possible due to the funding by Nesta and the Department of Digital, Culture, Media and Sport.

Key tasks:

- To support the Early Years Facilitator and Learning team with the set up and take down from each week's activities
- To interact with children and their carers/grandparents; appropriately supporting them to participate in the activities
- To provide excellent customer service to all participants
- To take responsibility for your own health and safety and support the team in creating a safe environment for all
- To inform the Early Years Facilitator or a member of the Learning team of any problems or issues

Where will I be based?

You will be based in the National Maritime Museum Cornwall, Falmouth.

How much time will I be expected to give?

We are looking for people who can regularly volunteer every Thursday from 12.00noon until 3.30pm. There will also be an opportunity for training, so ideally it would be advantageous to the programme that you are available to attend this training.

What skills, qualities and experience do I need?

No specific experience or qualifications are necessary as this is an excellent opportunity to gain new skills. However this role would suit people who:

- Have an interest in and experience of facilitating playful experiences for young children, this could be in a home or work setting
- Are able to respond positively to opportunities to play with and interact with the children and their grandparents
- Are able to interact positively and appropriately with very young children and their grandparents, to support their play and learning
- Are welcoming, approachable and helpful
- Have an interest in providing an excellent visitor experience
- Are reliable, punctual, well-presented, friendly and polite
- Are comfortable working as part of a team; supporting other volunteers
- Are able to work with and without supervision

What support and training will I receive?

All volunteers receive a welcome training session which includes an introductory tour of the Museum. The Minnows Explorers volunteer will receive additional training from the Early Years Facilitator and Learning Team.

Direct supervision and support will be provided by the Early Years Facilitator and the Learning Officer.

What will the Museum expect from me?

- A regular commitment over a number of weeks; to be reliable in attendance
- To arrive in good time for the start of the session, assist with the setting up
- To wear the Museum volunteer uniform where provided
- To maintain good working relationships with staff, other volunteers and those attending the sessions
- To undertake appropriate training and attend department meetings
- To represent the Museum in a positive manner at all times
- To be fully conversant with fire and emergency evacuation procedures which includes attending evacuation training at least once per year

What can I expect from the Museum?

- An opportunity to be part of this new exciting project and partnership
- A welcoming and enjoyable experience
- The opportunity to learn and develop new skills
- To gain valuable experience to enhance your CV and job applications
- To be treated fairly and with respect
- To become part of a friendly, motivated and dedicated team
- Recognition and appreciation for your contribution
- Free entry for you and a guest to the Museum; discount in our Café and Shop
- Reimbursement of travel expenses between home and the Museum
- Free parking when carrying out volunteering duties