Volunteer Role Description: Sunday Family Friendly Volunteers

About Sunday Family Friendly Sessions
Every Sunday afternoon, 2 - 4 pm, families gather under T. rex to borrow activity backpacks, do simple make-and-take crafts, choose from a range of colouring sheets and trails, and investigate objects in a set of sorting boxes. These sessions are delivered by volunteers, who welcome family visitors and help them to engage with the range of activities. The aim is to highlight the Museum as a fun, familiar, safe place for younger children and their grown-ups to learn and play together.

Volunteers usually work in pairs, but experienced volunteers are occasionally asked if they are happy to run the session alone. The team is coordinated by Jenny Hulmes, the Museum’s Education Assistant, and is supported by Front of House staff on the day.

Commitment
Volunteers are recruited and trained for this role periodically. Once they have joined the team, they can expect to deliver a session, on average, once every 4 - 6 weeks – although the rota is flexible.

About Sunday Family Friendly Volunteers
- Enthusiasm is more important than expertise as this role is about creating a positive experience for families. Open body language, a warm tone, and a smile are key!
- You will enjoy interacting with families, as well as managing them in a potentially busy museum setting.
- An always-friendly but sometimes-firm manner is important: e.g. when loaning out backpacks, volunteers should emphasise that they are for borrowing not taking!
- Willingness to lend a helping hand is also important. Although the make-and-take crafts are designed to be simple, you may need to help visitors who are less dexterous or confident.
- This role involves moving trolleys through the Museum. Please let us know if you have any concerns regarding this and we can discuss how best to support you.
- You will appreciate the need to keep activities well-stocked and tidy, using your initiative to ask Front of House staff for assistance and making sure that the space is presentable and inviting.
Training
Prior to joining the team, volunteers attend an introductory briefing to familiarise them with the purpose and practicalities of the role, as well as the specific activities on offer and relevant aspects of safeguarding. The briefing is arranged at a mutually convenient time and delivered 1:1 or in a small group. Volunteers then shadow a session before becoming active volunteers by mutual agreement. The supervisor will aim to review volunteers on an annual basis, but volunteers are invited to ask questions and offer constructive feedback at any point during their volunteering.

Why you might enjoy this role
The opportunity to:
- connect with the Museum
- join a friendly, enthusiastic, and supportive team of volunteers
- interact with the general public and inspire family visitors
- build confidence developing and practising communication skills

Other information
- Volunteers can stand or sit for this role but will need to move around the area at regular intervals to proactively keep things tidy and offer friendly support and encouragement.
- Front of House staff will support set-up and take-down, but volunteers will need to arrive early enough to start on time and should allow additional time to pack away at the end.
- Volunteers can claim reimbursement for travel expenses of up to £5 per session.
- This role is open to volunteers aged 18+.
- This role does not require a Right to Work check.

Next steps...
If you are interested in getting involved, then please email Caroline at volunteering@glam.ox.ac.uk by Sunday 21st July, indicating some times in the next few weeks when you would be available to meet (ideally by mid-August, but we can be flexible about this). Please also tell us in less than 100 words why you are interested in the role.