

Children's Centre Volunteer Advertisement

Do you have time to make a difference?

We are looking for volunteers to support Staffordshire Children's Centres.

Children's Centre Reception Staff

The role will involve the following:

- Meet and greet the centre users when they arrive and ensure they sign into the building
- Promote our services to families
- Help families attending to complete membership forms and registrations
- Encourage families to become a Children's Centre member and attend our sessions
- Answer the phone
- General administration tasks
- Take centre bookings and deal with any queries from users and providers
- Data input if required

Desirable skills and experience

- Ability to work within a team
- Excellent communication skills
- Knowledge of the local area
- Ability to use own initiative

Essential

- Up to date DBS - this can be arranged through us free of charge
- Safeguarding/Prevent training - this can be arranged through us free of charge

Children's Centre Volunteer Advertisement

For more information please contact your local Children's Centre Early Years Coordinator.

District:	Early Years Coordinator Name:	Email Address	Contact Telephone
Cannock	Deb Prew	debs.prew@staffordshire.gov.uk	Office: 01543 469894 Mobile: 07581 212685
East Staffs	Jayne Rooke	jayne.rooke@staffordshire.gov.uk	Office: 01283 233432 Mobile: 07731 645325
Lichfield	Kerry Heath	kerry.heath@staffordshire.gov.uk	Office: 01543 512024 Mobile: 07794 175467
Newcastle	Lynsey Tomkinson	lynsey.tomkinson@staffordshire.gov.uk	Office: 01782 296100 Mobile: 07960 955762
South Staffs	Raminder Dhaliwal	raminder.dhaliwal@staffordshire.gov.uk	Office: 01922 415632 Mobile: 07930 044229
Stafford	Fiona Beech	fiona.beech@staffordshire.gov.uk	Office: 01785 246802 Mobile: 07711 349553
Staffordshire Moorlands	Suzanne Barratt	suzanne.barratt@staffordshire.gov.uk	Office: 01782 296830 Mobile: 07964 878678
Tamworth	Amy Morrison	amy.morrison@staffordshire.gov.uk	Office: 01827 475222 Mobile: 07581 212713

