

Art and Craft volunteer roles

- At 2pm clear tables and ask any one sitting on needed surrounding tables to move.
- Get key from office for Art cupboards and get out plastic for tables.
- All children must be supervised by a parent or carer and not by a volunteer unless this has been formally agreed before hand.
- Get out equipment for the Art project to be done that week.
- When new people attend the group ensure that they feel welcomed, clear a space for them, offer to make a cup of tea etc.
- Discuss the art projects available that week and get out the equipment from the art cupboard.
- Please make it clear to attendees that they are responsible for clearing up their own brushes, mess etc.
- At 3.45pm (at the latest) start clearing up, any projects to be carried over into next week can be kept in the Art cupboard if space.