

Job Title	Support Worker, Girl's Club
Key Responsibilities	<p>The support worker could be involved in some or all of the activities below, in coordination with the Girls Club leads:</p> <ul style="list-style-type: none"> ● Liaising with AEC Events Lead/other volunteers to confirm availability and secure slot at AEC to hold the Club. ● Preparing and sending communications – ideally 5-7 days in advance for relevant AEC groups to confirm date and time of the next Club. ● Arranging activities for the girls – keeping girls engaged and assessing the number of attendees on the day and selecting appropriate activities to build plus encourage healthy group dynamic. There is already equipment at the Masjid including; <ul style="list-style-type: none"> ○ Badminton ○ Foosball ○ Soft balls for Dodgeball and other ball games ○ Card games, such as Uno exploding kittens and Monopoly Deal ● Arranging food for the attendees – assessing numbers and ordering appropriate quantities. Pizza is usually ordered. ● Supervising and engaging with the attendees – to ensure the club runs smoothly and safely, and any ad-hoc requests are met. ● Set up and clear up – to ensure activities are prepared accordingly and AEC is left clean and tidy. ● Responding to ad-hoc requests from parents – such as to confirm special requirements any boys have (allergies, things to consider etc) and adjusting accordingly.
Time commitment	Approximately 3 hours, one Sunday each month.
Required/Desired Skills & Qualifications	<ul style="list-style-type: none"> ● Understands the commitment to volunteering, working as a team and supporting each other. ● Willingness to engage with young members of the community. ● Good organisation and time management to ensure adequate preparation beforehand, and on the day to ensure the Club runs smoothly. ● Good communication with AEC events co-ordinator, parents and other stakeholders. ● AEC will provide a free DBS certificate (essential)
Requestor's name	Avais Akhtar, Al-Emaan Centre Events Lead. Email address: avais.akhtar@gmail.com