

**Phone**: 0208 123 2456

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**Registered Charity No.** 1143831

**Church address:**

Assembly Walk

Carshalton

SM5 1JH

Role title: Sunrise Family Coffee Drop In Assistant

Description of the role

Interact, welcome and chat with families that attend Sunrise. Be available to help in the kitchen to serve refreshments when needed to and assist with set up and pack down.

Activities

* Talking and listening to parents/carers
* Sign posting to relevant services and organisations
* Playing with and supervising children
* Set up and pack down of toys, tables, chairs and other resources
* Kitchen support: collecting money, serving refreshments, keeping kitchen clean, loading and unloading dish washer

Skills required

* Friendly and approachable
* Ability to listen and offer constructive, non-judgmental advice.
* Ability to build good relationships with children and adults
* Respectful of boundaries and able to keep confidentiality

Support we offer

The team leader will always be available to talk through any concerns for a family. You will not be required to give professional advice, but we will assist you in sign posting to the correct places and in dealing with situations. There will be an initial period of getting to know the role and the families and finding where you are most comfortable in helping.