



THE LANTERN  
METHODIST CHURCH

# Lantern Play-Zone Co-Ordinator (Volunteer)

## Job Description

Our Lantern Play-Zone is currently open from 10-3pm, Tuesdays to Fridays for 0-5 year olds, and is proving to be popular play space with families from the local community. There is plenty of scope for this to grow and we are looking for an amazing person to take on the role of coordinator of the Play-Zone on behalf of the Lantern Methodist Church and Coffee House. Could this be you? Read on...

We are looking for a dynamic individual with an interest and experience in children's work, to take a lead in the running of our Lantern Play-Zone at the Lantern Methodist Church Raynes Park, in partnership with the Lantern Coffee House. This is an opportunity to generate skills and experience, while being instrumental in growing and developing the Lantern Play-Zone.

The Lantern Play-Zone was initially co-ordinated by the Lantern Methodist Church Team as a sessional Toddler Group (Tuesdays and Fridays) and ran successfully over 1.5 years. With increasing demand for welcoming play spaces for children in Raynes Park, the decision was made to open the Play-Zone Tuesday to Fridays, 10-3pm. Due to a change of staffing, the Play-Zone is currently unmanned but we are now we are looking for someone who can take on the role of facilitating the Play-Zone.

The suitable candidate/s would ideally be able to run the Play-Zone, Monday-Friday, 9:30-3pm. This may suit someone who is looking for a post to fit within the school hours. This is initially a voluntary based role, but there is scope for us to make the role financially rewarding, which we can discuss with interested applicants.

## The role:

- Planning a layout for the hall, which optimises the space; ensuring the set-up offers plenty of space for children to manoeuvre about the hall safely.
- Setting up the Play-Zone daily, ensuring there are a variety of toys available to engage children in physical, social, imaginative and creative play.
- Ensuring the toys are kept to a high standard of hygiene

- Keeping an eye on the hall; identifying any trip hazards, spillages and mess and ensuring they cleaned up/dealt with promptly to keep the Play-Zone safe for all children
- Welcoming Play-Zone attendees; ensuring they have a ticket for entry and liaising with the Coffee House Team to ensure the maximum capacity is not exceeded.
- Building relationships with parents/carers
- Encouraging attendees to attend other toddler activities offered on-site
- Promoting the Lantern Play-Zone in the local community
- Devising craft activities for children
- Ensure there is a first aid kit accessible at all times and know who the on-site first aider is (n.b, you will not be expected to perform any first aid, unless fully trained).

### **The person:**

- Experience in children's work (parent, nursery, childcare, church children's ministry...etc.)
- Organised and able to communicate effectively with children and adults alike
- Passion for excellence and providing a safe and welcoming space for children to play
- Committed and reliable
- Physically able to lift and move toys around
- Creative and/or practical ideas of activities to engage children
- Lives locally or able to commute to Raynes Park on a daily basis

### **What we can offer:**

- Training opportunities (First Aid, Safeguarding, Training offer by the Church Network...etc)
- Travel Expenses
- Discount in the Lantern Coffee House
- A welcoming working environment and a supportive Team

### **More about us:**

The Lantern Methodist Church (formerly known as Raynes Park Methodist Church) has been serving the community of Raynes Park, through an array of activities and services, for over 100 years. This has included Toddler Groups, Choirs, Luncheon Clubs, Fellowship Group, Youth Clubs..etc. The Church has a vision to be a Church for the whole community, and are continually seeking ways to serve Raynes Park, and what they can offer in the extensive grade-two listed site.

A few years ago, the Church decided to revamp their existing cafe space and relaunch it under the name of the Lantern Coffee House. Once the shop opened, it became a magnet for Parents/ Carers looking for a welcoming, child-friendly space - and from this the Lantern Play-Zone initially opened for the Summer Holidays in 2017. From this, it grew into a sessional toddler group and now a stay-and-play Play-Zone.

For this post, the successful candidate will be line-managed by the Lantern Methodist Church Team and will report to them directly.

If you are interested in applying for this post, please get in contact with us via email: [lanterncoffee.sw20@gmail.com](mailto:lanterncoffee.sw20@gmail.com) or via phone: 07512740546.

**Please note as part of the Lantern Methodist Church safeguarding, a DBS check will need to be undertaken before the post is taken up.**