

Volunteer Role Profile



Activity Assistant

Introduction:

“Volunteering has given me a purpose again. I was a Brighton cabbie and I used to love meeting people and chatting about ‘this and that’. After retirement, I had all this extra time, but my days just blended into one. Since starting volunteering, I’m meeting people again and making new friends. I literally feel like I’ve got a reason to get up again in the morning. I’m so proud to be part of this team and helping in the community. It’s raised my self-worth; I’m laughing again and it has also improved my health”.

Age UK West Sussex, Brighton & Hove (AUKWSBH) enable older people to Love Later Life. Our aims are to promote the wellbeing of all older people; to make later life a fulfilling and enjoyable experience and to enable people to flourish.

Responsible to:

Adur Localities Senior Coordinator

Based at:

We cover the whole of West Sussex and our activities are based in various addresses across the county.

Purpose of the Role:

As an Activity Assistant, you will be supporting our Staff to run the activities planned for the day in our busy hall.

Main tasks:

- To help plan, set up and implement daily activities.
- To support our clients to take part in group activities. For example: quizzes, bingo, card games, arts and craft, garden games, etc.
- To help provide a 1-1 activity. For example: board games, cards, etc.
- To serve lunch or assist with refreshments if needed.

Role requirements:

- Good communication including good listening skills
- Friendly approach
- Comply with health and safety requirements
- A professional manner
- Enjoy working in a team
- Patience
- Able to maintain confidentiality but alert the Senior Co-ordinator or Sessional Worker if you have any concerns about a client

How will we support you?

You will be supported in the role on a daily basis, but will also be invited to attend volunteer meetings, where you will always be encouraged to voice your opinion or raise any concerns.

Induction and Training

There is an induction program to go through and we will take you through that process. You will be giving in house training to enable you to carry out the role effectively and be able to do so with confidence.

What will you get out of Volunteering?

- Meeting others, having fun and a sense of fulfilment.
- Be part of a growing team and being involved in a vital service out in the community.
- If you are looking for a job, we can give you some experience and knowledge in the role to either build up your skillset or use to apply for a paid job whether you have worked in this setting before or not.
- We will train you so you will gain knowledge of working in a charity sector and that will help you in your search for a job.
- Our charity emblem looks good on any CV and we can also give you a written reference.
- You will be making a difference to the lives of older people in so many ways, which is very fulfilling.
- Reasonable travel expenses paid.

Volunteer Agreement

I have read and understood the above role description & I would like to become a volunteer for this service.

Signature.....

Date.....