



Group Leader Volunteer Gilbert Richards Centre – All Subjects

Overall Objective

- To create a friendly convivial atmosphere where everyone feels welcome and valued centred around the subject matter

Duties

- Develop the learning programme of the subject and follow it through into practice.
- Support course/class members during their attendance at the Centre and follow up when absent according to the Centre's policies in conjunction with the Office Volunteer of the day.
- Follow all policies and procedures of the Centre, inc Fire and Evacuation, Health and Safety
- Attend Group Leaders' Meeting and pass information and opinions gained back to the members.
- Take session payments and record the transaction on rare occasions when the Office Volunteer is unavailable

Person Specification

- Good subject knowledge gained either through following as a hobby or by formal learning
- Understanding of the learning process
- To enjoy talking with older people and to be sensitive to their needs
 - To be able to listen effectively without being judgemental
 - Have a sense of humour
 - To have a positive and helpful attitude
 - Reliability

19th January 2023/DS