

### Volunteer Task Description

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| <b>Role Title:</b>           | <b>Café &amp; Activities Assistant</b>  |
| <b>Where:</b>                | Century Court 72 Warwick Road, Clapton London E5 9FF  |
| <b>When:</b>                 | To be arranged  |
| <b>Purpose of Role:</b>      | <p>Assist service users engage in social activities such as arts &amp; craft, games, quizzes, outings, IT and many more things yet to be thought of!</p> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Plan &amp; set up session</li> <li>• Encourage services users to engage in activities</li> <li>• Provide support and encouragement</li> <li>• Clear up after session</li> <li>• Record relevant service user details for monitoring</li> <li>• Create a fun and inviting environment</li> <li>• Assist &amp; teach service users to access and navigate the internet, set up and access email account and print and save documents</li> <li>• Support the Café</li> <li>• Support with satisfaction Surveys/user feedback forms</li> </ul> |
|                              | <ul style="list-style-type: none"> <li>• All tasks must be carried out in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health &amp; Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults.</li> </ul>  |
| <b>Skills Required</b>       | <ul style="list-style-type: none"> <li>• To have a basic understanding of catering.</li> <li>• To be able to stand for long periods of time.</li> <li>• To have good communication skills.</li> <li>• To be a good team member.</li> <li>• To be patient and calm.</li> <li>• To enjoy communicating with people</li> </ul>   |
| <b>What's in it for you:</b> | <ul style="list-style-type: none"> <li>• You will have opportunities to gain more experience/skills</li> <li>• You will have access to in-house training</li> </ul>   |

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|                                      | <ul style="list-style-type: none"><li>• This is an ideal opportunity for someone who is Doing an Health &amp; Social Care Course</li></ul>  |
| <b>For more information contact:</b> | Please email <a href="mailto:sharon.waddams@ageukeastlondon.org.uk">sharon.waddams@ageukeastlondon.org.uk</a> should you wish to volunteer with Age UK East London or download the application form and either email to the above email or post to the address on the form. |