

## City Activities Volunteer Task Description

### City Connections Activities Volunteer

City Connections is a service that supports City residents and workers, to find and access the information and services they need, by linking them to health and wellbeing services in the Square Mile.

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| <b>Where:</b>                            | At home online and/or across various locations within the City of London. For example, City Libraries, Golden Lane Community Centre, Barbican.  |
| <b>Availability:</b>                     | Minimum of <b>6 months</b> for <b>2-4 hours</b> per week  |
| <b>Purpose of Role:</b>                  | City Connections Activity Volunteers help by supporting the City Connections team to facilitate a range of weekly/fortnightly/monthly in person and/or online activity sessions and events.   |
| <b>Tasks:</b>                            | <ul style="list-style-type: none"> <li>• Providing a warm and friendly welcome to our members and assisting them with any inquiries.</li> <li>• Taking attendance registers (in-person/online).</li> <li>• Facilitating and supporting with online sessions and events.</li> <li>• Setting up tables and chairs for activity sessions such as arts and crafts and assisting with refreshments during activities.</li> <li>• Supporting with museum trips and walks.</li> </ul>  |
| <b>Skills and attributes required:</b>   | <ul style="list-style-type: none"> <li>• Good communication skills with a friendly, approachable manner.</li> <li>• A people person who is positive with a can-do attitude.</li> <li>• Flexible and reliable and able to commit to the agreed schedule.</li> <li>• Willing to help others with a good level of patience.</li> <li>• Knowledge of the City area (useful, but not essential).</li> </ul>  |
| <b>Benefits of volunteering with us:</b> | <ul style="list-style-type: none"> <li>• Do something that is inspiring and rewarding in your spare time</li> <li>• Develop new skills and enhance existing knowledge</li> <li>• Make a difference to the quality of life of the people you are volunteering with and give back to the community</li> <li>• Take part in opportunities to gain more experience/skills</li> <li>• Access to in-house training</li> <li>• Join and participate in peer support groups and meet other volunteers.</li> <li>• Tempo Time Credits will be awarded for every hour you volunteer, can be redeemed in exchange for access to various venues, activities and events. To find out more visit <a href="https://timecredits.com">https://timecredits.com</a></li> </ul> |
| <b>How to apply</b>                      | <a href="#">Visit the City Connections website to complete a short application webform.</a>   |