Volunteer Task Description

Role Title:	**LinkAge IT & Computer Activities**
Where:	Caxton Hall Community Centre, Caxton Hall E3 2EE
When:	To be arranged
Purpose of Role:	Tasks to include the following: • Plan & set up session • Assist & teach service users to access and navigate the internet, • Set up and access emails • Print & save documents • Access Twitter & Facebook etc. • Create a fun and inviting environment • Record relevant service user details for monitoring • Clear up after session
	• All tasks must be carried out in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults.
Skills Required	• Knowledge in use of IT including windows & Internet explorer • Ability to convey knowledge to beginners • Ability to help service users identify their needs • Good communication skills • Reliable and committed to do at least one session a week • A good sense of humour
What's in it for you:	• You will have opportunities to gain more experience/skills • You will have access to in-house training
For more information contact:	Please email sharon.waddams@ageukeastlondon.org.uk 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.