

Volunteer Role Description

ROLE: **Day Club Volunteer**

ROLE PURPOSE: To assist the Day Care Group organiser in providing a welcoming, interactive, engaging and fun day out in one of our community Day Club venues and assisting passengers on the Age UK transport.

CONTEXT:

Age UK Leicester, Shire & Rutland have six community venues offering high quality day care provision for older people with care needs and adults with learning disabilities. Day Clubs offer care, support, fun and stimulating activities from 10am-3pm, as well as a hot lunch and refreshments. The service not only provides a wonderful opportunity for people to play games, go on trips, outings and meet socially with others but also vital time-out for carers.

What does a Day Club Volunteer do?

Day Clubs Volunteers have a valuable role to play in providing a warm and friendly welcome as well as getting to know the people who regularly attend, helping to set up, set down and join in the fun, games and activities run by the Day Care Organiser. Serving refreshments, helping with lunch and assisting the Day Club staff to provide a great day for club members promises to be a rewarding experience as you get to know and befriend the people who use our services.

The role does not include providing personal care.

Supported by and accountable to: Day Care Organiser

TASKS AND ACTIVITIES

1. Care and Support: Provide support and assistance to Day Club attendees.

Help and support with activities, as directed by the Day Care Group Organiser, including day trips and escort duties.

Be proactive, alert and responsive to members' well-being for example, in relation to their personal safety, security and safeguarding. (Training will be given)

2. Manual Handling

To assist in the safe loading and unloading of older people on the minibus. Assist in passenger safety by the use of a seat belt or other safety devices, ensuring a safe and comfortable journey for members.

3. Health and Safety:

To comply with safe moving and handling techniques in accordance with the formal training and instructions given by the Organiser when working with club members.

4. Training:

To undertake manual handling training and instructions as a mandatory requirement.

To undergo appropriate induction and training as required.

5. Working Practices: To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook.

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

SKILLS AND EXPERIENCE

Essential

1. Friendly personality, willing to help where needed and assist the Day Club Organiser to give attendees a fun and engaging day
2. Able to commit to regular volunteering eg weekly/ fortnightly
3. Good listening and communication skills
4. Understanding of client confidentiality
5. Patient and respectful to everyone
6. Caring nature
7. Organised and reliable
8. Willingness to work as part of a team
9. Physically mobile and reasonable health

Desirable

1. Literate
2. Able to participate in moving and physically supporting older people where appropriate

Hours: The number of days and hours will be agreed between the volunteer and Day Care Organiser.

The benefits to you and what we offer:

- Volunteering is a great opportunity to support others and provide a valuable contribution to the lives of others
- Know you are making a positive and real difference to others and supporting carers through caring for their loved one
- The chance to be part of an exciting team who will support and develop you with on-going training
- Supporting the work of a local charity and part of the Age UK family
- The opportunity to be involved with games, fun and outings with our members
- Paid travel expenses

A volunteer is someone who provides **unpaid** support to Age UK Leicester Shire & Rutland.