



## Virtual Coffee Time Host

For a variety of reasons some older people cannot meet people face to face. This role connects older people virtually to others with the use of technology to meet new friends in a small group online.

### Key Tasks

To help Age UK Lincoln & South Lincolnshire connect older people to online clubs and activities.

Supporting activities via Zoom calls with groups of people. Helping them with the use of computer equipment, facilitating a coffee morning/ afternoon

Providing that friendly human support to encourage them with new people, to engage and be involved.

Recording attendance and working closely with the staff team on this project.

### Time Commitment

One afternoon session a week either Monday or Thursday.

Activities range from 40 minutes to 2 hours.

### Skills required

- Great communications skills and confidence in managing group conversations online.
- Knowledge of Zoom and how to operate microphone, video settings.
- Reliable, good sense of humour, Good listener.
- Confident giving clear instructions .
- Willing to work to guidelines and policies on Health & Safety, confidentiality, boundary setting, and equal

### Important Considerations

You will be volunteering for the comfort of your own home, using your own equipment.

**Contact:** [volunteering@ageuksl.org.uk](mailto:volunteering@ageuksl.org.uk) to find out more.

We offer the opportunity for people to do a 'Taster Session' to have a go at the role, to see if its for them.