**MEET AND GREET VOLUNTEER**

**ABOUT THE ROLE**

Age UK Sheffield offers a free Information & Advice Drop-in Service, every Tuesday 10-12 at the Pavilion in Hillsborough Park (S6). This service is a quality-accredited, free and confidential service for people aged over 50, their families and their carers.

Being a Meet & Greet volunteer may involve:

* Welcoming people into the space and engaging with them whilst they wait their turn to receive advice
* Offering refreshments
* Offer to listen and chat, when appropriate
* If appropriate/requested, provide basic information on our spaces and what we do, as well as signposting to appropriate people for more comprehensive enquiries

In quieter times volunteers might be able to sit, read or study without interruption. You would never be the only person in the building as staff, volunteers and clients are always present.

**BENEFITS TO YOU**

* Opportunities to meet new people in your community
* Opportunities to develop self-confidence
* Availability of a quiet space to sit, read or study with unlimited access to hot drinks

**THE SKILLS YOU’LL NEED**

* Have a commitment to supporting the community
* Professional, friendly and outgoing manner
* Ability to work using your own initiative
* Be flexible in approach, keen to listen and sensitive to the needs of the customer
* A positive attitude about diversity (age, gender, race, sexual orientation, religion, etc)
* Commitment to work within Age UK Sheffield guidelines

**ADDITIONAL INFORMATION**

* LOCATION: Gathering Ground at Hillsborough Park (The Pavilion) S6
* TIME COMMITMENT: at least a couple of hours once a fortnight
* RESPONSIBLE TO: Benefit Check Volunteer & Facilities and Events Coordinator
* EXPENSES: Travel expenses can be reimbursed
* TRAINING: Ongoing training is provided