



## Volunteer Vacancy List – August 2019

Just a few hours of your time really does make a difference

**Our volunteering vacancies are open to anyone aged 18 years and over. We ask all volunteers to complete an application form and to provide two referees. Those volunteers who have contact with vulnerable older people will need to apply for a DBS check and we will organise this for you. Volunteers will be asked to attend training for the role and our 'Bigger Picture' half day induction for all new staff and volunteers**

**Retail Opportunities** Our donated furniture shops in Oswestry and Wellington provide a service for people who want to dispose of unwanted furniture, and for those people who want to buy good quality furniture at a reasonable price. It also provides the charity with an income that allows us to continue to provide much needed services for local older people. We are looking for volunteers to work in the following roles which do not need a DBS check:

Oswestry and Wellington shops

- Van Drivers to pick up and deliver furniture, minimum one full day
- Van Driver's Assistants to assist the driver and handle the furniture, minimum one full day.
- Retail Assistants who enjoy meeting the public and can offer good customer service. You need to enjoy working in a team and be available to do a minimum of one shift a week. Full and half day shifts available, Monday to Saturday.

**Day Centre helpers.** Our 38 day centres take place weekly throughout Shropshire Telford & Wrekin from 10am to 3pm (times vary slightly at different day centres). Helpers arrive at around 9.30am to set up, welcome members, serve refreshments, wash up, help with a range of social activities, and chat to members. This role will require a DBS check.

Shrewsbury (all day centres run from 10am-2.30/3pm approx)

- Castlefields (Greenacres Community Room, Harlescott) needs a helper on Mondays
- Rea Valley (Vine Close Community Room, Hanwood) needs a helper on Thursdays
- Reabrook (Seabury Close Community Room) needs a helper on a Wednesday

## Shropshire

- Wem (Prince William Court) needs a helper on Tuesdays
- Whitchurch day centre (Kingsway Court) needs a helper on Thursdays.
- Oswestry (Monkmoor Court) needs a helper on Thursdays
- St Martins (Cedar Close Community Room) needs a helper on Tuesdays
- Bridgnorth (The Bungalow, Innage Grange) needs two helper on Mondays

Telford (all day centres run from 10am to 2pm unless otherwise stated)

- Malinslee (Dawley House, Dawley) needs a helper on Thursdays
- Haybridge Hall Day Centre, Hadley needs a helper on Tuesdays
- Donnington Day Centre (Lawnswood) needs a helper on Mondays and Wednesdays

**Day Centre Organisers** – You will organise a small team of volunteers, help to organise a variety of activities and outings for the members, and offer company and friendship to the members. This is a great role if you like to work in a team. This role will require a DBS check and full training and ongoing support will be provided.

## Shropshire

- Greenacres (Community Room, Corbett Close, Harlescott) on Wednesdays
- Alveley, Bridgnorth (Community Centre, Arden Way) needs an organiser on a Monday
- St Martins (Cedar Close Community Room) needs an Organiser on a Tuesday

## Day Centre Treasurer

Treasurer/administrator needed at the following day centres. You need to have an ability to work with figures and about an hour a week available. Much of the work can be done from home. This role will not need a DBS check.

- Castlefields, (Greenacres Community Room, Harlescott) on Mondays (required from Spring 2020)

## Day Centre Cook, Craven Arms

To prepare and cook a two course hot meal using the day centre kitchen (main course and dessert) for approximately 20-25 members of the day centre once a month. The meal will be served and the washing up done by the other day centre volunteers. Current Level 3 Food Hygiene Certificate required and experience of cooking for a large number of people.

- Craven Arms (Methodist Church Hall, Corvedale Road) required on the second Thursday of each month 9.30am to 12.30pm.

**Day Centre Mini Bus Escort** – to travel to and from the day centre on the mini bus accompanying members. Required from 8.45am to 10.15am and 1.30pm to 2.30pm (times may vary at different day centres). To assist members from their front

door to the bus and vice versa on the return journey. Morning and/or afternoon volunteers required. This role will require a DBS check.

- Bridgnorth day centre needs mini bus escort on Mondays.
- Reabrook (Seabury Close Community Room) on Wednesdays
- Greenacres (Greenacres Community Room, Harlescott) on Wednesdays
- Shrewsbury day centres Tuesdays Thursdays and Fridays. Convenient pick up and drop off for volunteer by arrangement

**Driving** – use your own car or drive a minibus to provide transport to and from one of our day centres for our members. Required 9.30am to 10am and 2.30 pm for the return journey. Times approximate depending on locations. All agreed petrol expenses will be reimbursed. These roles will require a DBS check.

Shrewsbury:

- Age Concern Shrewsbury needs minibus drivers to provide transport for members to and from day centres on weekdays. Minibus Driver Awareness Scheme (MIDAS) training provided.
- Rea Valley (Vine Close Community Room, Hanwood) needs car drivers on Thursdays

Rest of Shropshire:

- Market Drayton day centre needs a driver to transport members on Thursdays
- Bridgnorth day centre needs a driver to transport members on Mondays

### **Dementia Support Groups**

Our Dementia Support Groups support local people with dementia and memory difficulties, their families, carers and friends. They offer a chance to get to know others and share experiences in a friendly and relaxed atmosphere, provide support and information and an opportunity to take part in interesting activities coordinated through a team of trained volunteers.

Volunteers help put people at their ease, socialise with clients, serve refreshments and help with activities. Applicants should be able to show empathy and patience with our client group. Experience of dementia desirable.

Shropshire

- Low Town Community Hall, Bridgnorth, second Tuesday of the month, 1.30pm-4.30pm

Telford

- Horizons, Morton Court, Dawley, second Wednesday and last Thursday of every month, 1.30-4.30pm
- Wellington, Apley Court, Severn Drive, last Wednesday of every month, 1.30-4.30pm
- Trinity Methodist Church, Shifnal. Monthly on Tuesdays 11am to 1pm. 20 August, 17 September, 29 October, 26 November. Future dates on request.

This is group is for people with a recent diagnosis of dementia and their carers.

**Befriending** – Volunteers provide a befriending service by visiting older people in their homes for 1 to 2 hours per week, sometimes taking them out on short trips or accompanying them to a local activity. This is a social visit to provide a good listening ear, promote and support a degree of independence and join in any hobbies the older person may have. This role will require a DBS check.

- Volunteers, car drivers preferred, needed in all areas of Shropshire.
- Volunteers needed in all areas of Telford and Wrekin.

**Telephone Buddy** - Volunteers required to come into our offices for a couple of hours to ring older people to offer a friendly weekly chat.

- Volunteers needed in our Mardol Gardens offices in Shrewsbury on Mondays and Tuesdays twice a month
- Volunteers needed to come into our offices at Meeting Point House, Telford on Monday and Tuesdays.

**Home from Hospital** - volunteers provide short term non-medical support to older people in the Ludlow and South Shropshire area, for up to 6 weeks after returning home following a stay in hospital. Volunteers help people with practical support, such as shopping, collecting prescriptions, companionship and accompanying to doctor's surgery, for 2 to 2½ hours a week. This role will require a DBS check.

- Volunteers needed in Ludlow, Church Stretton and Craven Arms

### **Receptionist volunteers, Mardol Gardens, Shrewsbury**

To work as an important part of the administration team at our head office at Mardol Gardens, Shrewsbury. The role involves dealing with enquiries via the telephone or in person and other administrative duties. Previous office experience is desirable. Minimum one shift per week.

- Thursdays 1pm to 5pm

### **Lunch Club Organisers, Telford**

Our Lunch Clubs enable members to enjoy a lunch together in a pub, restaurant or hotel in their community. Organisers liaise with existing and new members, take member food orders and place orders with the venue in advance and collect payment on the day. 12 noon to 2.30pm approx.

- Telford Whitehouse Hotel, Wellington on the second Tuesday of the month
- The Barley, Newport on the third Wednesday of the month

- Old Orleton, Wellington on the last Friday of the month. New group starting 26 April

### **Organiser, Let's Get Together Club, Dawley**

Our active retirement group meets to enjoy a cuppa and a chat and a variety of activities such as quizzes, bingo, guest speakers, demonstrations, indoor and outdoor bowls, skittles and dominoes and lots more. We are looking to recruit an Organiser to open up the building, plan and facilitate activities and organise refreshments. Full training and ongoing support will be provided. Applicants should be good organisers, friendly, outgoing and empathetic towards our client group.

- Tuesdays 10am to 12 noon, Dawley House, Dawley

### **IT Tutors, Telford**

We are looking for a number of volunteers who are confident in using a PC and a range of other devices such as a mobile phone, iPad and tablet who would be able to show our client group how to use them effectively at a weekly class on Wednesdays. Applicants should be good communicators who possess empathy and patience. New 12 week course starts Wednesday 1 May until Wednesday 17 July. The group will then take a break until September.

- Wednesdays, 3-5pm, Brookside Community Centre, Telford

### **Fundraising**

- We are looking for volunteer fundraisers to help us set up a brand new supporters group in Telford. The role will be a great opportunity to meet new friends and take part in organising a range of regular fundraising events such as tea parties, pub quizzes, fashion shows, concerts and curry evenings. If you are interested and would like further details, please contact Ruth Brown on 01743 233 123 ext 228. This role will not need a DBS check.
- Fundraising volunteers required in the Shrewsbury area to help with a range of events and fundraising activities three or four times a year. We are looking for people to help as follows:
  - Collect and distribute donation tins to businesses and organisations in your local area
  - Attend awareness raising events where we often have a stand
  - With bag-packing or collections in supermarkets
  - Spread the word about our services in your local area – by talking to people, distributing leaflets and posters.

All you need is some basic knowledge about the charity and its services and the ability to talk to people.

For further details about all of our volunteering opportunities, call Volunteer Recruitment on 01743 588 570, email [volunteering@ageukstw.org.uk](mailto:volunteering@ageukstw.org.uk) or visit [www.ageukshropshireandtelford.org.uk](http://www.ageukshropshireandtelford.org.uk)