

DAY / COMMUNITY CLUB LEADER

Our Mission Statement

Age UK Sunderland aims to promote the well-being of all older people throughout the City of Sunderland, improve their quality of life and help them maintain independence

Service Description

Age UK Sunderland's Day Clubs are located City-wide and are delivered Monday to Friday between the hours of 9.00am - 2.00pm. Transport can be provided for members and a hot meal is always served. The day to day running of the clubs is supported by a team of volunteers.

Day Clubs are there to provide support to older people who are suffering from social isolation.

Role Description

Main Duties:

- To be responsible for all aspects of the day-to-day co-ordination of a day club
- To provide a friendly atmosphere for older people

Specific Responsibilities

- To supervise and co-ordinate a Day Club, including volunteers, members, cash handling, organising activities, and lunch provision.
- To liaise and work with the Day Clubs Co-ordinator
- To co-ordinate the introduction of new starters
- To implement and follow policies and procedures of Age UK Sunderland
 - Follow AUKS procedure when dealing with club funds.
 - Collate a register.
 - Order and organise serving of food
 - Report any incidents and accidents.
- To attend an induction session, volunteers' meetings and training as required.
- To undertake all reasonable tasks to support the club when necessary.

Person Specification:

- The ability to work as part of a team
- Serve food
- An empathy with older people
- Reliability and trustworthy

Hours of Work: Hours vary between clubs and their needs
Normally 9.30 am – 2.00 pm Weekdays Only

Responsible to: Day Clubs Organiser

Expenses: Age UK Sunderland will repay any agreed expenses (e.g. travelling) on production of receipts/bus tickets. Forms to be completed monthly.

PLEASE NOTE: This post is subject to an Enhanced DBS clearance. This means that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any unspent convictions must be declared. This post is subject to a 6 – 8 week trial period.