Volunteer Role: Volunteer Assistant – Tea & Chat, Caterham

Hours: Every other Monday 10:30am – 12:00pm.

Supported by: Volunteer-Led Activities Team

Location/Role: Douglas Brunton Centre, Park Rd, Caterham, Surrey CR3 5TA:
- To assist the Tea & Chat Lead in facilitating the running the twice monthly Tea & Chats
- Helping to ensure that the hall is comfortably laid out for the Tea & Chat session.
- Helping the members of the group by assisting in the activity arrangements and serving the tea, coffees and biscuits for each session
- Help with the conversations and activities in the group around an agreed theme/instructions.
- Helping the Lead to ensure that the hall is left clean and tidy at the end of each session.
- Helping with the washing up and putting away of all the items used for the session if needed
- To deputise for the Lead as needed and in periods of absence to attend and run the sessions and update the Volunteer Lead at Age UK Surrey of the attendance numbers.
- In the absence of the Lead to liaise with Centre Manager in case of emergency / cancellation.
- Undertake initial induction training, first aid or any other training relevant to the role.

Personal Qualities:
- Have good communication skills with the elderly
- Be reliable, helpful and committed to helping others
- To have an understanding of and empathy with the needs of older people
- To be able to follow instructions and be aware of guidelines and policies on Health and Safety, confidentiality etc

Expenses/References: The role requires two references. Age UK Surrey will repay agreed expenses

To apply: Download a registration form, email: volunteer@ageuksurrey.org.uk, or call 01483 503414

August 2019 DD