



- 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