VOLUNTEER ROLE: Volunteer Assistant – Tea & Chat, Oxted

Hours: First Tuesday of the month. From 2.30 – 4.00pm.

Supported by: Volunteer-Led Activities Team

Location/Role: Blue House Social Centre, Blue House Lane, Oxted:
- To assist the Tea & Chat Lead in facilitating the running of the monthly Tea & Chat sessions.
- Helping the members of the group by assisting in the activity arrangements and serving the tea, coffees and biscuits for each session.
- Help with conversations in the group around an agreed theme.
- Helping to ensure that the hall is comfortably laid out for the Tea & Chat session.
- Help the Lead to ensure that the hall is left clean and tidy at the end of each session.
- Helping with any washing up and putting away of all the items used for the session if required.
- To deputise for the Lead in periods of absence to run the sessions and to update the contact at Age UK Surrey with the attendance numbers.
- Liaise with Centre Manager in case of any emergency or cancellation.
- Attend initial induction training with Age UK Surrey and any first aid and other training relevant to the role.

Personal Qualities:
- Have good communication skills with older people
- 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