



VOLUNTEER ROLE

Title:	Volunteer - Happy Feet Administrator
Hours:	Wednesday 9am – 2pm, Thursday 12.30 -3.30pm, Friday 9am – midday [would suit 2 volunteers sharing hours]
Supported by:	Charlotte Lawrence / Kerry Oakley – service managers
Location:	The Clockhouse Community Centre, Chapel Lane, Milford Surrey, GU8 5EZ
Main Duties:	To welcome patients to our Happy Feet service. To use a computerized system to log patient attendance, book future appointments and take payment for services. Issue appointment cards. Contact patients to remind them of upcoming appointments. Answer simple patient questions.
Personal Qualities:	Cheerful, friendly, compassionate, caring, and excellent communication and organisational skills are essential qualities for this role.
Skills:	Confident to use a computer and online systems. Confident to use a phone and make calls. Confident to send and receive emails. Full training and support will be provided to enable candidates to learn these skills, although some tech awareness would be beneficial.
Contact:	If you would like more information or to apply for this Volunteer role please contact Debra - Volunteer Manager Email: volunteer@ageuksurrey.org.uk