

**Age Cymru West Glamorgan**

**Volunteer Role Outline – Activity Assistant**

**Title:** Activity Assistant

**Location:** **Afan Nedd Centre**

**Hours:** Min 2-3 hours per week

**Reporting to:** Centre Coordinator

**Aim of the Afan Nedd Centre**

To deliver a lunch club that provides hot nutritious meals, in a welcoming and friendly environment, where people can meet, socialise and feel at home.

**Role description**

To carry out activities and help with events, overseen by the Centre Coordinator.

**The Volunteer will:**

* Encourage clients to take part in activities
* Plan and organise activities with the Centre Coordinator
* Lead activities
* Collect money/donations under the supervision of the Centre Coordinator and return money to the Centre Coordinator
* Help with events

**We are looking for people to become a Volunteer who have the following attributes:**

* Have an empathy and understanding of the issues that affect older people
* Are able to communicate effectively with older people
* Are non judgemental
* Are reliable and dependable
* Are willing to undertake training as necessary
* Are willing to complete and maintain accurate written records
* Are friendly and enjoy working as part of a team

**All Age Cymru West Glamorgan Volunteers receive reimbursement for any expenses incurred in the delivery of the service and this includes travel expenses @ 45p per mile, or the cost of a bus or train ticket on production of the receipt.**