

**Age Cymru West Glamorgan**

**Volunteer Role Outline- Grounds person**

**Title:** Grounds person

**Location:** Afan Nedd Centre

**Hours**: Min 3-4 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 ensure the centre looks presentable, clean and inviting.

**The Volunteer will:**

* Make sure all paths are cleared of weeds and litter
* To regularly clear litter on centre grounds
* To clean windows inside and out, only at ground level
* Carry out any general tasks given by the Centre Coordinator
* To keep the grounds tidy and at a manageable level

(All duties must be overseen and approved by the Centre coordinator)

**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.**