

## Volunteer Role Profile



### Activity Assistant, Crawley Centre

#### **Purpose of the Role:**

As an Activity Assistant, you will be supporting our Staff to run the activities planned for the day in our busy hall.

#### **Main tasks:**

- To help plan, set up and implement daily activities.
- To support our Client's to take part in group activities. For example: quizzes, bingo, arts and craft, garden games, flower arranging etc.
- To provide a 1-1 activity. For example: board games, painting, befriending etc.
- To serve lunch or assist with refreshments if needed.

#### **Role requirements:**

- Good communication
- Good listening skills
- Friendly approach
- Comply with health and safety requirements
- A professional manner
- Enjoy working in a team
- Patience
- Able to maintain confidentiality.
- Minimum three hour commitment a week
- Alert the Manager or Co-ordinator if you have any concerns about a Client

**How will we support you?**

You will be supported in the role on a daily basis, but will also be invited to attend volunteer meetings, where you will always be encouraged to voice your opinion or raise any concerns.

**Induction and Training**

You will be giving in house training to enable you to carry out the role effectively and be able to do so with confidence.

**What will you get out of Volunteering?**

You will be making a difference to the lives of older people in so many ways, which is very fulfilling. You will also be able to gain some experience and knowledge in the role, to either build up your skillset or use to apply for a paid job.

**Volunteer Agreement**

I have read and understood the above Role Description & checked my insurance details and would like to become a volunteer for this service.

Signature.....

Date.....