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| **Volunteer role Description**How Volunteering Can Help You Land You a Job | Pro Staff  **Memory Cafe Club Assistant** |

#### Introduction

#### You will help the Club Coordinator, Support Workers & other volunteers in the smooth running of the service. This can involve, but is not limited to, preparing refreshments for customers, supporting staff in the delivery of activities provided and supporting customers to have meaningful engagement.

#### Responsible to: Club Coordinator & Support Worker

#### The service

You will help in supporting people living with dementia and their carers. Training will be provided to help you within this role, however a having a caring, compassionate and patient disposition is essential.

#### Any other duties will be discussed and agreed between Volunteer and Coordinator / Manager.

#### Role requirements

Volunteers are encouraged to do the hours that suit them, the location and times of

your support will be discussed and agreed on an individual basis during your application process.

\*As Memory Cafes are 2hrs sessions we expect that you attend for the duration of the session volunteered for. Coordinator & main support arrive 30mins prior to start to set up and stay 30 mins max at the end to tidy up. Please, indicate to Coordinator if you can stay 2 or 3hrs.

We do ask that you provide adequate notice for any planned dates that you are unable to attend to the Club Coordinator.

#### What Qualifications and experience are needed?

There are no set qualifications or experience needed but a compassionate and caring disposition is essential. AgeUK West Sussex, Brighton & Hove will support you to ensure you have the appropriate training to help you in your role.

How will we support you?

You will be given both AgeUK West Sussex, Brighton & Hove volunteer induction and role training to carry out your role effectively and be able to enjoy doing so with confidence. Regular support will also be provided through completion of 1:1 meetings with your Clubs Coordinator.

What will you get out of volunteering for Age UK West Sussex, Brighton & Hove?

Meeting others, having fun and a sense of fulfilment plus if you are looking for a job, we can give you some experience whether you have worked in this setting before or not. We will train you so you will gain knowledge of working in a charity sector and that will help you in your search for a job.

#### Volunteer Agreement

I have read and understood the above Role Description and would like to become a volunteer for this service.

Volunteer Name..........................................................................................................

Signature……………………………………………………………………………………..

Date…………………………………………………………………………………………..

**Dementia Services Volunteer Role Profile V1 February 2025**