

## **VOLUNTEER ROLE DESCRIPTION**

### **Friendship Club Volunteer**

#### **Responsible to Coordinator of the service**

##### **Objective:**

We are looking for volunteers that can provide help and support to enable older people to maintain their independence and reduce isolation and loneliness. We want to achieve this by providing a friendly atmosphere where they can meet on a weekly basis and socialise with all members of the Friendship Club.

##### **What would my role involve as a Friendship Club Volunteer?**

- Welcoming all new members in a friendly manner and introducing them to the Friendship Club
- Providing assistance and help settle new attendees into the club
- Explaining how the Friendship Club operates, times and where the facilities are etc.
- Establishing, maintaining and developing relationships with all club members
- Encouraging individuals to socialise and engage with all members
- Providing a friendly atmosphere for all who attend the club
- To report and discuss any concerns with the Club Leader/Coordinator, not group members
- To assist the Volunteer Club Leader as required
- To be an ambassador for Age UK Wolverhampton

##### **How much time is involved?**

2-3 hours each session to be agreed with the coordinator. You can stop volunteering at any time but please let us know as soon as possible.

##### **Expenses and Insurance:**

We will cover agreed out-of-pocket expenses for volunteers (e.g. travel costs). You can claim travel expenses weekly or monthly. We will also insure you for the time you are volunteering with us. Please ensure that you only carry out tasks which have been requested of you within this volunteering role.

### **Personal qualities most suited to this role:**

- An understanding and empathy when supporting older people
- Ability to volunteer within and as part of a team
- Good time keeping, reliability and trustworthiness
- Able to demonstrate appropriate/respectful behaviour
- Able to receive support and guidance from your team leader
- Willing to undertake ongoing training & development
- Respect and value the diversity of older people from different backgrounds
- Good communication skills
- To be non-judgemental
- Appropriate social skills in formal and informal settings
- A good listener
- Understanding the need for confidentiality

**(A DBS is required for this volunteering role)**