

VOLUNTEER ROLE DESCRIPTION

Volunteer Friendship Club Leader

The Service:

Age UK Wolverhampton's Friendship Clubs are for people over 50 who are looking for an opportunity to socialise, enabling them to maintain their independence and reduce isolation and loneliness. Volunteers facilitate and support the clubs to ensure that new and current members always feel welcomed and supported at our Friendship Clubs across the City.

Responsible to: Coordinator of the service

Location:

One of the Friendship Club venues across the City of Wolverhampton

What would my role involve as a Volunteer Friendship Club Leader?

- To welcome all members in a friendly manner
- Take weekly register
- Induct and help to settle new attendees into the club
- To explain how the Friendship Club operates, times and where the facilities are etc.
- To check that everyone is ok within the group
- To establish relationships and interact with all club members
- To promote a friendly atmosphere for all who attend the club
- To welcome and support existing and new volunteers
- To disseminate information to all members
- To report and discuss any concerns directly to the Coordinator
- To be an ambassador for Age UK Wolverhampton

Personal qualities and skills 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 Coordinator/Line Manager
- Willingness to undertake on-going training & development
- Respect and value the diversity of older people and volunteers from different backgrounds
- Confident with people
- Good communication skills
- To be non-judgemental
- Appropriate social skills in formal and informal settings
- A good listener
- Understanding of the need for confidentiality

How much time is involved?

2-3 hours each session to be agreed with the coordinator. You can stop volunteering at any time but it is very important that you let us know in advance.

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 by completing a travel expense form and provide receipts where appropriate. We will also insure you under our Public Liability insurance for the time you are volunteering with us. Please ensure that you only carry out tasks which have been requested of you with this volunteering role.

A Disclosure & Barring Service (DBS) is required for this volunteering role