

Volunteer Task Description:

AgeWell Events Assistant.

Task to include some or all of the following:

**Events Assistant**

We run several events throughout the year at AgeWell (Black History, Healthy Living Club) and are looking for a volunteer (s) to help with:

- Preparation (shopping, setting up etc).
- Be responsible for registration of service users at events
- Serving refreshments
- Clearing and tidying up after events
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults

Please email [Sharon.waddams@ageukeastlondon.org.uk](mailto:Sharon.waddams@ageukeastlondon.org.uk) should you wish to volunteer with Age UK East London or download the application form and return either by email or by post the address on the form.