

Volunteer Task Description:

Appian Court Events and Activities Volunteer Description

Tasks to include some or all of the following:

Activities for Day trips

- To help publicise events for day outings and daily activities
- To support staff members whilst escorting Service Users on day trips to the seaside
- To ensure that all Service Users are accounted for when on days trips

Activities for Events and Day activities at Centre

- To help organise/re-arrange room for particular activity i.e. Exercise classes
- Support event organisation
- To help publicise events such as Christmas Luncheons, Bingo Sessions, Black History Events, St Georges Day etc.
- To take a list of the attendees of the Events / Day activities and book tables
- To help with shopping and purchasing refreshments for activities
- To help re-arranged tables and chairs for Activities/Events.
- Join in with the event and make sure that all Service Users enjoy themselves communicate and be part of the event
- Serve refreshments
- Help to clear up after the event
- 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

Volunteers should have good communication skills to interact with Service Users.

Please email 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 to the address on the form.