**Logo, company name

Description automatically generated**

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| Volunteer role/title: | Healthy Active Ageing Activities Assistant |
| Department name: | Health and Wellbeing / Community Services |
| Location: | Online, from home. |
| Job title of volunteer supervisor: | Healthy Active Ageing Trainer |
| Time commitment: | 3 hours per week for 6 months or longer. |
| Background: | Much of the Age Scotland health and wellbeing team’s activities, including fun active sessions for older adults, and training for professionals and volunteers that support older people, is delivered online by videoconference. The Activities Assistant will support smooth running of videoconference events and assist with content development for them. |
| Tasks involved in the role: | The volunteer will:   * Monitor participants and assist any having difficulties joining the videoconference * Facilitate breakout rooms in training and games events * Research content for health and wellbeing online events, e.g., quiz game questions. |
| Required skills and experience: | * IT literacy and experience using a laptop to work online * Familiarity with videoconferencing software e.g., Zoom. * Good people skills and a friendly and approachable manner * Good written and spoken communication |
| Additional requirements | * Use of personal laptop with functioning camera, microphone, and speakers and a reliable, good quality internet connection * Access to a quiet space within own home (or similar) from which to join online events * Agreement to maintain confidentiality with regard to information shared by participants during online events |