

ROLE DESCRIPTION

Revised February 2009

**ROLE
TITLE:**

EVENING CLUBS VOLUNTEER

JOB SUMMARY

To help with the setting up of the clubs, to provide support to the Club Co-ordinator, to help run sessions and socialise with club members.

MAIN DUTIES AND RESPONSIBILITIES

1.00 Setting up and welcoming at evening clubs

- 1.1 Put out cups and drinks on table near kitchen area
- 1.2 Put out snack foods on table
- 1.3 Help with the setting up of the tuck shop
- 1.4 Help to prepare tables / environment for any planned activities
- 1.5 Ensure there is appropriate and safe seating for club members with restricted mobility.
- 1.6 Welcome group members to the club
- 1.7 Help to make tea and coffee for club members
- 1.8 Help with any food preparation
- 1.9 Spend time talking with club members

2.00 Group Sessions

- 2.1 Be involved with the planning of the group sessions
- 2.2 Support, or run sessions such as art, cooking, music etc

3.0 Additional Duties and Responsibilities

- 3.1 Take all reasonable steps to ensure the safety of all club members and to ensure that the building remains secure
- 3.2 Follow instruction from the Club Co-ordinator
- 3.3 Abide by the policies and procedures of the Camden Society at all times
- 3.4 Treat all service users, staff and visitors with respect at all times
- 3.5 Report any concerns or problems to the Club Co-ordinator or Service Manager
- 3.6 Have fun