

Job Description

Post	Volunteer – Older People’s Services
Accountable to	Catholic Care (Diocese of Leeds)
Line Manager	Development Worker
Job Location	Community Groups

Aims

To offer opportunities for volunteering that will ensure the smooth operation of the community groups for people aged 50+ in various locations.

Specific Duties may include (each community group is different)

On arrival, helping with the setting up of the Hall e.g. erecting and positioning tables and then setting the tables with cloths, cutlery, serviettes etc. (if a meal is being provided)

Chatting to and interacting with the older people attending the group, being a friendly face.

Marking the register and collecting monies for subscriptions

Organising the raffle

Helping with activities e.g. exercise, games

Setting up the Bingo Table

Helping to serve lunch / refreshments

Clearing away after lunch / refreshments

Washing and drying cups, plates, bowls and cutlery, pans etc.

Ensuring that the venue is left clean and tidy

Escorting Older people on Community Transport or in taxis if necessary.