

Volunteer Role Description – Volunteer Support, Lunch Club

Based at:

Office base: 14a Market Place, Thirsk, N Yorks. YO7 1LB

Opportunity base: Borrowby Village Hall.

The aim of this role is:

- To support the chef/Luncheon Club Coordinator in provision of a cooked lunch, and social activities in a friendly atmosphere, for local pensioners who may otherwise have limited/no social involvement.

Role Description

- To support the co-ordinator in food and refreshment preparation, serving and clearing meals, washing up and clearing away.
- To provide social interaction with client group, including involvement in activities such as cards, dominoes, quizzes

Time Commitment

On a rota basis as agreed with co-ordinator

Skills, qualities and experience required:

Essential:

- Empathy for people in socially isolated positions.
- Commitment to Confidentiality Agreement.
- Commitment to Equal Opportunity Policy.
- Honesty.
- Non-judgemental approach.
- Willingness to attend training arranged by the co-ordinator.

Desirable:

- Willingness to keep a record of dates and times of volunteer activity on timesheets provided and to claim authorised out of pocket expenses.

Induction

An Induction will begin on the first day and continue over a period of time.

We will include information about:

- The Organisation.
- Your volunteer role including supervision and support.
- The groups we work with.
- Training.
- Policies and Procedures including: Health and Safety, Equal Opportunities, Confidentiality.

Support and Supervision

Support will be provided by the Luncheon Club Co-ordinator.

Insurance

All staff and volunteers are covered by the organisation's Insurance policy for Public Liability, Employers Liability, and Personal Accident etc. Details of cover will be provided within the Induction process.

Insurance cover whilst using your own private vehicle is **not** covered as all individuals have to have their own private insurance for this. If you are asked to use your vehicle as part of your voluntary **activity insurance should be clarified in advance.**

We would advise volunteers not to make private arrangements with clients. Any new activity requested by a client should be cleared with the Co-ordinator in advance.

Otherwise: Organisation Insurance cover will not be in place and this will be regarded as an activity outside your volunteer role.

Please do not take private photos of your volunteer activity/clients without prior authorisation.