

Volunteer Role Description

Volunteer Role Title	Club/Group Organiser
Aim of Volunteering Role	To assist in organising and running support groups and social clubs
Object of the Volunteering Role	To promote independence by encouraging people to attend social and activity meetings. Enabling people to make new friends and learn new skills
Tasks	<ol style="list-style-type: none">1. To liase with other volunteers helping at club2. To ensure that all needed facilities are in place prior to members arriving.3. To ensure that people attending are made welcome and provided with refreshments.4. To ensure premises are left clean and in good order
Time	Volunteers are welcome to spend a minimum of 3 months initially with us, but longer if you are able to. It is preferred that you commit to a minimum of two hours per week or fortnight. Training will not exceed the time commitment agreed.
Place of work	To be confirmed

Skills & Needs Required	<ol style="list-style-type: none"> 1. Interest in and commitment to the aims and objectives of Vision Support 2. A good communicator 3. Flexibility 4. Friendly 5. Interest in meeting people from all works of life 6. Ability to listen sensitively
Benefits Offered	<ol style="list-style-type: none"> 1. Full training in all aspects of the organisation 2. On the job training where necessary 3. Travelling/out of pocket expenses reimbursed 4. Full insurance cover 5. Social events and activities
References	All roles are subject to satisfactory References (x 2) and completion of a C.R.B. Disclosure
Services Co-ordinator	Dependent on geographical location of volunteering