

Volunteer Role Description

Volunteer Role Title	Information Specialists
Aim of Volunteering Role	To work in Vision Support's Centre of Excellence
Object of the Volunteering Role	To raise awareness of the wide range of information, equipment and support services available
Tasks	<ol style="list-style-type: none">1. Welcome visitors to the Resource centre/unit.2. Provide information3. Demonstrate equipment4. Carry out procedures for sales and record keeping5. Make appropriate Referrals to members of Vision Support and other Agencies
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 one hour per week. Training will not exceed the time commitment agreed.
Place of work	As discussed at interview

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 re-imbursed 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 area of work