



Job Role: Community Volunteer Worker

Reports to: Community Worker

Job Purpose

- To support the Clubs Community Programme activities . Support clients when hosting events at the Club. Help with planning and organising activities for events the club hosts.

Skills and Attributes Required:

- Reliability
- Accountable
- Enthusiasm
- Unbiased and impartial
- Diplomatic and helpful.
- Able to represent the organisation positively at all times.

Job Dimensions

- Support activities the club delivers on behalf of or in partnership with other community organisations. E, G - Lunch Club , Christmas Activities , Fundraising Activities , Events.
- Be familiar with the clubs Health and Safety procedures particularly around the processes in place relating to the Covid 19 pandemic and vulnerable people.(Track and Trace requirements for each group).
- Carry out feedback with clients (lunch club clients, youth group attendees , health in mind clients) to ensure the services we offer are effective.

Competences

- Teamwork – displaying the ability to contribute co-operatively & successfully when working with others both internally & externally
- Excellent planning & organisation skills, including the ability to prioritise & multi-task.
- Excellent verbal & written communication skills.



Hours of Work / Annual Salary

- This will vary depending on activities / needs . This will be discussed with the Development worker.

Print Name

Signed