



Volunteer Title: Volunteer Activity Assistant	Reports To: Activity Department and Support Workers
Last Updated: November 2015	Interested email: susan.lewin@whiteleyvillage.org.uk

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

#### **General Responsibilities:**

Volunteers will help to deliver activity sessions at Whiteley Care Home, Ingram House and Huntley House. Volunteers will also be encouraged to use their own skills and interests and where appropriate help to plan and lead activities. Volunteers will assist attendees to get the most out of each session and to support them to undertake tasks. Activities include: **Flower arranging, card making, origami, arts and crafts, playing card and board games, attending social and entertainment events**

#### **Key Duties:**

- To help attendees undertake the activities
- To assist in the preparation and clearing away of materials and equipment for each session
- To offer warm, friendly companionship, support and encouragement during each session
- To encourage everyone to engage and have a good time
- 

#### **Essential Skills:**

- To always demonstrate a caring and compassionate attitude
- Ability to lead and motivate individuals to take part
- The ability to work independently and as part of a team

#### **Desired Attributes:**

- Previous experience of delivering activities
- A desire to work with older people
- Any specialist skills such as craft, yoga, tai chi, flower arranging etc. that you would be happy to share with a small group

#### **Rewards:**

- Induction and ongoing training deemed necessary for your role
- Opportunity to develop new skills and meet new people
- The knowledge you are making a significant difference to the residents of Whiteley Village
- Whiteley Village can provide a reference to prospective employers
- Invitation to volunteer appreciation events

#### **Volunteer Hours:**

This position is of a voluntary nature and your availability for undertaking the role will be agreed in advance with your supervisor. Usually, however, it would comprise a @2-3 hour ongoing weekly or fortnightly commitment