

Volunteer Social Group Role Description

Role Title	Group Volunteer
Responsible to	Group Lead/s
Where	Local Group Service
Commitment	2 hours per week
Role description	<ul style="list-style-type: none"> • Support the group in the smooth running of the local service for people with a sight impairment
Main tasks	<ul style="list-style-type: none"> • Social, escort, refreshment and activity support as required or requested by the group lead/s
Required skills, qualities and experience	<ul style="list-style-type: none"> • Warm, friendly and welcoming • Excellent all-round communication skills • Good social interaction with staff, volunteers and clients at all levels
Training & Support	<ul style="list-style-type: none"> • Induction, Emergency First Aid, MyGuide Training • Ongoing support from Community Engagement Coordinator • Opportunities to get involved with other activities • Opportunity to meet with volunteers and staff
Any other Requirements	<ul style="list-style-type: none"> • Trustworthy and Reliable • Regular volunteer commitment weekly or fortnightly • Available for a minimum of 6 months
Recruitment	<ul style="list-style-type: none"> • Application and interview • Subject to 2 references and PVG membership • 3 month probationary period

GROUP VOLUNTEER GUIDANCE

- Arrive before the group is due to start for any guidance or update from group lead/s
- Ensure you know about the group's procedures, activities and essential contact numbers
- If you are unable to attend, please inform the group lead/s or the office as soon as possible
- Be aware of the location of the venue's fire exits and toilets and what to do in an emergency
- Help set up the room, arrange seating and tables, allowing enough space to accommodate clients with mobility difficulties/walking aids/wheelchairs
- Help escort clients from car/minibus as required. Do not leave a client unescorted on a busy road.
- Ask clients where you should sit so they can best see or hear you. Most clients will be happy to explain their sight impairment if you ask about their eye condition and how they manage.
- Observe the whole room to include full participation. If a client is out of the room too long, or if a client appears unwell, check if they require assistance.
- Circulate amongst clients as many prefer to sit in a familiar seat. Don't sit collectively as a volunteer group. Avoid cliques as this may be off-putting to any new clients and volunteers.
- Have fun and enjoy yourself.

**Thank you for volunteering.
We hope you will gain as much pleasure
as you will be helping to create.**