

## **Volunteer Club Helper**

### **Purpose of Role**

The purpose of the role is to assist the Volunteer Club Leader of an affiliated social/activity club. The clubs are run and operated by volunteers under the support of 4Sight Vision Support and are set up for our members to improve their wellbeing. The clubs provide friendship, activities and the opportunity to talk to other people with sight loss.

### **Main Activities/ Tasks**

- Welcoming members and ensuring new people are introduced and made to feel included.
- Making and serving refreshments.
- Collecting entry fee/subs.
- Preparation of seating and tables.
- Helping with events/activities.
- Assisting with outings, helping people in/out of vehicles and guiding.
- Promote the support and services of 4Sight Vision Support.

### **Qualities/Experience/Skills**

The passion to make a positive difference to people with sight loss would be advantageous. Having good communication skills and the ability to work part of a team and with venerable people is essential. Being friendly and self-motivated is key due to the nature of this role.

### **Training**

Full in-house training will be given of operational procedures during your induction period.

### **Location**

Various locations around West Sussex depending on the specific area you reside.

### **Main Point of Contact**

The Club Leader or the Volunteer Coordinators:

Volunteer Coordinator: Karen Mclachlan – 01243 838007 - karen.mclachlan@4sight.org.uk

Assistant Volunteer Coordinator: Kirsty Isted – 01243 828555 – kirsty.isted@sight.org.uk