

Club Leader

Purpose of Role

The club leader role is to organize/run a social club for visually impaired people with support from 4sight head office. Clubs usually operate weekly, fortnightly or monthly and run for approximately 2 hours although some extra time will be needed to do some organization from home.

Main Activities/Tasks

- To organize transport for members via a team of volunteer drivers by liaising with both parties.
- Delegate tasks to volunteer helpers such as refreshments and setting up the venue.
- Organize games such as quizzes, bingo etc and arrange for outside entertainers to visit the club like singers or informative speakers.
- Organize occasional outings out like pub lunches or afternoon teas if appropriate.
- Keeping accounts regarding club entry fees and petty cash and returning to 4sight head office when needed, with support from the club treasurer.
- Ensure the venue is secure and locked after the club and left the same way as was found.
- To have regular contact with club members outside of the club's running hours (within reason – only in relation to club activities / attendance/ transport issues)

Qualities/Experiences/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 well organized, trustworthy, 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

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

360 Liaison officer / volunteer coordinator.

Kirsty Isted – 01243 828555 – Kirsty.isted@sight.org.uk

Assistant volunteer coordinator.