



## Canley Chit Chat Session Leader

Volunteers host tea, cake, and activities with Canley residents, over 50 years old, at Canley Community Centre. Volunteers support this event by helping with the delivery of these activities and providing friendly conversation and companionship. The aim of this activity is to provide a fun friendly place for older residents to socialise.

Sessions take place at Canley Community Centre Tuesdays from 10-12noon

### Roles & Responsibilities:

- Support Project Leaders to promote the project and actively recruit volunteers. Including creating publicity resources as required
- Work with Project Leaders to prepare sessions, activities, sign-up forms and resources.
- Run volunteering sessions, which includes collecting resources, setting up the crafts, activities, refreshments, briefing, supervising, and supporting volunteers, clearing up and packing away resources.
- Support Project Leaders to maintain regular communication with volunteers e.g. sending session information, reminder and thank you emails to volunteers.
- Support Project Leaders to manage social media accounts and create content.
- Maintain regular communication with Project Leaders to provide feedback and inform them of any issues.
- Read and review the project risk assessment and volunteer brief.
- Update records of activities and volunteer attendance as required.
- Work with Project Leaders to prepare handover resources for new Student Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

**All Student Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.**