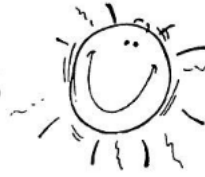


# Warwick Volunteers



## **Community Chit Chat Session Leader**

Community Chit Chat aims to connect older and younger generations to help ease loneliness and isolation by organising visits to Canley Community Centre and Coundon Care Seniors Club. Volunteers socialise with older members and support with activities.

### **Roles & Responsibilities**

- Support Project Leaders to promote the project and 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, briefing, supervising, and supporting volunteers, setting up, serving refreshments, 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.
- Work with Project Leaders to recruit and induct new Student Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

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