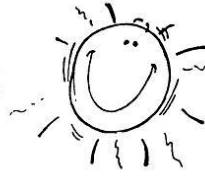


Warwick Volunteers



Warwick Digital Cafe Session Leader

Warwick Digital Cafe supports older people in Kenilworth who are lonely and provide an environment where they can chat with others in addition to enjoying talks and other activities. Student volunteers run IT sessions to help these individuals learn more about new technology and teach them the basics, so they feel more confident and able to keep up to date in the modern world.

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, sign-up forms and resources.
- Run volunteering sessions, which includes meeting volunteers to travel by bus, briefing, supervising, and supporting volunteers, setting 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 Session Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.