**Social Club Volunteer Role Description **

Summary of the role and the activities involved:

Role

Practical help in ensuring that our Fulham Lunch Club and Silver Afternoon Tea run smoothly.

This could include:

• preparing the room and refreshments;

• facilitating discussions

• ensuring that everyone has the opportunity to participate.

• serving refreshments,

• tidying up after the club members left,

Personal qualities most suited to this role

• Reliability

• Patience

• Good listening and organisational skills

• An ability to encourage participation

How many hours you need to give, when and where:

Fulham Lunch Club meets weekly on Wednesdays between 13:00 and 16:00.

Silver Sunday Club meets weekly on a Sunday between 15:00 and 17:00.

It would be great if you could volunteer on a regular basis for the whole duration of the club although we understand that this will not be always possible.

What training will be necessary and available:

No formal training is required. We would provide you with all the required information and offer our induction and volunteer guidelines. There will be a staff member present during the club.

Who will supervise you:

Your supervisor would normally be:

Ruth George

Volunteer Co-ordinator

Fulham Good Neighbours

Rosaline Hall

70 Rosaline Road

London, SW6 7QT

Tel. 0207385 8850

Email: ruthgeorge@fulhamgoodneighbours.org

Web: [www.fulhamgoodneighbours.org](http://www.fulhamgoodneighbours.org)

What expenses are payable:

We would cover your travel expenses connected to your volunteering role. We would also offer you lunch or refreshments.