

# Volunteer Role | ACTIVITY ASSISTANT

This is a general role description for someone who volunteers to help the Denby Dale Centre: Community Activity Team.

Role Name	<b>Activity Assistant</b>					
Purpose of Role	To assist in a team of employed and volunteer staff to ensure a specific community activity is run safely, enjoyably and efficiently.					
	<b>Kirkburton</b>	<b>Almondbury</b>	<b>Heckmondwike</b>	<b>Huddersfield</b>	<b>Denby Dale</b>	<b>Emley</b>
Monday	✓					
Tuesday		✓				
Wednesday	✓		✓			
Thursday				✓	✓	
Friday	✓					✓
Saturday	✓					
Typical Duties	<ul style="list-style-type: none"> <li>• Chatting</li> <li>• Hospitality (Making/Serving Food/Drinks)</li> <li>• Light Cleaning</li> <li>• Playing Games/Activities</li> <li>• Taking Part in Games/Activities</li> <li>• Activity Preparation</li> </ul>					
Typical Times	09:00 to 14:00 09:30 to 15:30 14:00 to 16:00					
Personal Quality	<ul style="list-style-type: none"> <li>• Listen and Communicate</li> <li>• Empathetic</li> <li>• Respectful of Dignity</li> <li>• Confidential</li> <li>• Abide by our company values (<a href="http://www.ddc.org.uk">www.ddc.org.uk</a> – homepage)</li> <li>• Caring</li> <li>• Patient</li> <li>• Hygienic</li> </ul>					
What you are expected to do	<ul style="list-style-type: none"> <li>• Make people feel comfortable in their surroundings and in their emotions</li> <li>• Help people to help themselves and be themselves</li> <li>• Listen and care</li> <li>• Play games, some volunteer may wish to prepare games/activities</li> <li>• Laugh and be prepared to have fun</li> </ul>					
What you are not expected to do	<ul style="list-style-type: none"> <li>• We do not do personal care (toileting, medication, dress/undress, etc)</li> <li>• Take money from anyone to do an errand or as a gift</li> <li>• Give out your personal contact details</li> </ul>					

