

Volunteer Role | **ACTIVITY ASSISTANT**



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

Role Name	Activity Assistant					
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.					
	Kirkburton	Denby Dale	Scissett	Emley	Skelmanthorpe	Shepley
Monday				Dementia	Grief Cafe	
Tuesday	Lunch Club	Kurling Club				
Wednesday	Film Club				Kurling Club	Kurling Club
Thursday		Cream Teas	Dementia			
Friday	Dementia	Jigsaw Club				
Saturday						
Sunday						
Typical Duties	• Chatting • Hospitality (Making/Serving Food/Drinks) • Light Cleaning • Playing Games/Activities • Taking Part in Games/Activities • Activity Preparation					
Typical Times	09:00 to 14:00 09:30 to 15:30 14:00 to 16:00					
Personal Quality	• Listen and Communicate • Empathetic • Respectful of Dignity • Abide by our company policies and values • Caring • Patient • Hygienic • Confidential					
What you are expected to do	• Make people feel comfortable in their surroundings and in their emotions • Help people to help themselves and be themselves • Listen and care • Play games, some volunteer may wish to prepare games/activities • Laugh and be prepared to have fun					
What you are not expected to do	• We do not do personal care (toileting, medication, dress/undress, etc) • Take money from anyone to do an errand or as a gift • Give out your personal contact details					

