

**Volunteer Role Description**

<b>Volunteer Role</b>	<b>Dementia Day Centre Transport Volunteer</b>
<b>Service/Department</b>	<b>Dementia Day Centre</b>
<b>Manager/Point of Contact</b>	<b>Sarah Wilson</b>
<b>Preferred days or times for volunteer availability (if any)</b>	<i>Days and times flexible. Minimum 1 hour per week in the office</i>
<b>Role Description</b>	
<p><b>Summary of Volunteer Role:</b></p> <p>To liaise with the Dementia Day Centre Manager, volunteer drivers and clients/carers to coordinate transport clients to attend the Dementia Day Centre</p>	
<p><b>Key Duties:</b></p> <ul style="list-style-type: none"> <li>- To meet with the Dementia Day Centre Manager each week and plan the transport for the week ahead</li> <li>- To complete the spreadsheet with the schedule and give to the appropriate staff</li> <li>- To speak with drivers and advise them of their schedule for the week ahead</li> <li>- To speak with clients or their carers and plan the transport for them according to their needs</li> </ul>	
<p><b>Other Information/requirements</b></p> <p>Volunteers will need to be organised and efficient</p> <p>Volunteers will need to have a good rapport with the Dementia Day Centre Manager and other staff members as well as with the volunteer drivers and the clients and their carers</p> <p>Some basic IT knowledge would be useful although not compulsory</p>	
<b>Additional Internal Information</b>	
Aiming to be fill position by date	
Form submitted date	
Form submitted by	
Form to be completed and sent to	Leah-May Carter   Befriending Service & Volunteer Recruitment Manager