

Volunteer Recruitment Service | Role Description Template

Volunteer Role Description

Volunteer Role	Dementia Day Centre Driver
Service/Department	Dementia Day Centre
Manager/Point of Contact	Sarah Wilson
Preferred days or times for volunteer availability (if any)	<i>Monday to Friday. 10-4. Clients need to arrive either at 10am or 1pm and leave at 1pm or 4pm.</i>
Role Description	
Summary of Volunteer Role:	
To drive clients to and from the Dementia Day Centre	
Key Duties:	
<ul style="list-style-type: none"> - To work with the Dementia Day Centre team and transport volunteer to provide transport for clients to and from the Dementia Day Centre (located at the Community Hub in Hamlet Court Road) - To escort clients between their vehicle and the Dementia Day Centre and ensure they are safe and secure - To protect the health and safety of our clients and report any concerns to the Dementia Day Centre Manager or other staff member 	
Other Information/requirements	
Volunteers will need to have their own road worthy vehicle, be in possession of a full clean driving licence, full MOT, tax and fully comprehensive car insurance	
Subject to a DBS check and pass certificate – We will arrange	
Additional Internal Information	
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