

Volunteer Role Description

Volunteer Role	Volunteer Tutor
Service/Department	The Community Hub
Manager/Point of Contact	Community Hub Manager
Preferred days or times for volunteer availability (if any)	<i>According to Hub Class Timetable</i>
Role Description	
<p>Summary of Volunteer Role:</p> <p>To host weekly classes in our Community Hub on the second floor of the Havens Building.</p>	
<p>Key Duties:</p> <ul style="list-style-type: none"> • To set up and clear away equipment, table, chairs required for the class. • Welcome attendees and host an engaging, safe and inclusive class. • Plan class ahead and review class to ensure it is meeting the needs of the Hub i.e. strong attendance. 	
<p>Other Information/requirements</p> <p>Operation Volunteers are responsible for booking participants and taking payments for activities so that Volunteer Tutors will not need to concern themselves with this side of running the classes.</p> <p>We may keep a record of attendees as per a registration document provided by Age Concern so that we can record our Service participants.</p>	
Additional Internal Information	
Aiming to be fill position by date	-
Form submitted date	02.01.24
Form submitted by	L.Carter
Form to be completed and sent to	Leah-May Carter Befriending Service & Volunteer Recruitment Manager