

## **Volunteer role description**

**Title:** **Volunteering for Café Meet Up Groups**

**Expected Commitment:** 2-3 hours per week

**Location:** Locations in café and community venues. Service located across Leicester, Leicestershire and Rutland the opportunity to meet with others and take part in activities.

### **About Us:**

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

### **How will you make a difference?**

Through your enthusiastic, caring and positive approach you will be providing vital support within your local area helping people with sight loss to be socially active again.

### **What will you be doing?**

#### **Tasks:**

- **Helping set up the room before for the session**
- **Meeting and greeting and guiding attendees into the building**
- **Ensuring attendees feel welcome by making conversation and introductions to other attendees.**

- **Serving refreshments tea and coffee**
- **Guiding members when needed, e.g to the toilets and or showing them how to access.**
- **Facilitating attendees with activities, for a smooth running of the session/activity**
- **Being vigilant to ensure the meeting space has no trip hazards e.g coats and bags left in walking areas**
- **Helping to clear up after session, returning the room to how it was found, helping with loading dishwasher etc.**
- **Recording members attendance**

### **Qualities and skills we are looking for:**

- Good communication skills
- Patient and friendly
- Enjoys meeting new people
- Understanding of confidentiality and boundaries
- Organised and reliable
- Have a genuine desire to make a difference to the lives of visually impaired people

### **Support provided for you:**

- Visual Impairment Awareness training
- Safeguarding Training
- Confidentiality and Boundaries awareness
- Health and Safety Guidance
- Staff member to offer support
- Travel expenses will be reimbursed

### **We hope that by becoming a volunteer you:**

- Increase your own self confidence and knowledge about sight loss
- Meet new and interesting people
- Feel rewarded for supporting people in your local community

- Learn new skills that could be helpful for future employment opportunities or further learning.

### **Health & Safety- Safe working practice :**

- Personal care is not offered or permitted by staff or volunteer.
- Where support with cash/money is required e.g. paying for the session, monies will be collected and passed to the Vista staff member or leading volunteer
- Fire evacuation – a short briefing before the session to the attendees will be required, pointing out the fire exits or refuge points.
- Report any accidents or injuries to Vista staff member or Vista helpline

**This volunteering opportunity is suitable for volunteers aged 18 years and above.**

**A DBS check is required. After training volunteers will be supervised by a Vista staff member**

To apply for this role please contact:

[info@vistablind.org.uk](mailto:info@vistablind.org.uk)

**or visit: [www.vistablind.org.uk/volunteering](http://www.vistablind.org.uk/volunteering)**

or **call** 07715078811 for more information.

We look forward to you joining our team!