

Basingstoke Mencap

Role Description for Volunteers

Thank you for volunteering at Basingstoke Mencap Services. Volunteers are crucial in enabling us to care for and support our Club Members. Your time and participation are greatly appreciated by members of staff, trustee, and the Club Members. We hope you find volunteering with us a rewarding and fulfilling experience.

Role: Leisure Support Volunteer

Objectives of the Role

- Assist the Leisure, Health & Wellbeing Leader in the support of activities and running of an activity club.
- To enable those with learning disabilities to participate in activities for enjoyment and for the purpose of social interaction

Outline of Tasks and Activities to be undertaken

- Assist with putting out Chairs, Setting up Activity Areas and Tuck Shop
- Promote and encourage club members to participate in activities
- Support members in activities:- Arts and crafts, disco dancing, board and computer gaming , Sports, Gardening
- Supporting Club Leader in taking fees
- Help with registering Club members
- Promote and ensuring club members have updated information of what's going on at each club where necessary
- Supporting with carrying out tuck shop transactions
- Supporting members with their purchases
- Assisting Club Leaders to ensure a safe environment for all club members
- Perform additional duties when required

Targets or Measurements of Performance

- You will receive regular verbal feedback
- You will be encouraged to attend appropriate training where necessary in order to develop your role
- We will acknowledge your achievements, performance and commitment as a volunteer

Days and Hours

- Days and times to be agreed with the Leisure, Health & Wellbeing Leader. We are happy to accept individuals who can commit to work on a rota basis but prefer

individuals who could commit to most weeks if possible (notwithstanding holiday commitments etc)

Expenses

- This is not a paid role, and you are not employed by the Charity. You may be reimbursed for any out-of-pocket expenses, including mileage with the prior agreement of the project team leader occurring as a direct result of your volunteering role, on the production of a receipt in accordance with the Basingstoke Mencap's Volunteering Policy.

Skills and Attributes

- Ability to communicate with people confidently
- Friendly and approachable with a good level of empathy, care and compassion
- Physically able to support Club Members where necessary
- Ability to use initiative and be cognisant of the wellbeing of others.

Expectations

We would ask you to:

- Adhere to our policies and procedures and ensure that you behave in a way that will promote the charity in a positive manner
- Commit to a particular task, event or series of events when asked
- Arrive on time and make sure you inform the relevant employee or trustee if you are going to be late or absent
- Perform your agreed duties to the best of your ability so that our Club Members receive the best care and treatment possible
- Treat staff, other volunteers and club members with respect
- Help the organisation to work towards its aims and objectives
- Respect confidentiality
- Try to provide us with sufficient notice should you wish to stop or no longer be able to volunteer for Basingstoke Mencap Services
- Provide feedback to the team leader to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have regarding individuals or operations to the team leader

**A copy of the Basingstoke Mencap Volunteering Policy will be provided to you.
Please acquaint yourself with this**