

## Musical Memories Café Volunteer Role Description



We are looking for volunteers to help at the Musical Memories Café, held at our Leamington Spa Office, on the 1<sup>st</sup> Friday of each month which opens to the public between 1.45pm to 3.45pm.

### **Role:**

- To provide assistance to the Musical Memories Café Coordinator.

### **Tasks:**

- To welcome people to the Musical Memories café, and to help to make their stay enjoyable.
- To prepare and serve simple refreshments to the attendees, and to assist with clearing away after the session.
- To assist with the collection of donations.
- To encourage attendees to mix with each other, and to cultivate an atmosphere of peer support.
- To adhere to Age UK Warwickshire's standards, policies and procedures.
- To comply with the data protection regulations, ensuring that all information relating to attendees remains confidential.

### **Person Specification:**

- To be able to provide two hours' assistance during the Musical Memories Café sessions.
- To enjoy working with, and meeting older people, and to be sensitive to their concerns and needs especially those affected by memory issues.
- To have good verbal communication skills, and to be able to listen effectively without being judgemental.
- To have a sense of humour.
- To have a positive and helpful attitude.
- To be reliable.
- To notify the Café Coordinator of your availability for the monthly sessions.
- To liaise with the Café Coordinator on a monthly basis, or when required.
- To be comfortable volunteering as part of a team of volunteers and employees.

*This job description is not exhaustive and serves only to highlight the main requirements of the post. The Café Coordinator may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.*

### **Interested?**

If you have any questions, require more information, or would like to apply for this role, please contact:

✉ [volunteering@ageukcovwarks.org.uk](mailto:volunteering@ageukcovwarks.org.uk)



### **Application process:**

- 1) Complete an Age UK Warwickshire Volunteer Application form, and associated documentation.
- 2) Initial telephone call with the Café Coordinator.