



# COFFEE MORNINGS

## Volunteer Role Description: COFFEE MORNINGS

Coffee mornings provide a chance for people from the local area to have a chat and find out about what's going on in ACE and in their local community. It is also a place where people meet to socialize and chat about what's new in their lives or anything they've been going through.

We need volunteers to support the ACE staff members in running coffee mornings, and who can provide a friendly and welcoming experience for people attending them. You don't need experience of working or volunteering.

**Volunteer Role** – Coffee Mornings Volunteer

**Project Lead** – Vaida Barzdaite

**Venue** - ACE - Dusty Forge Garden shelter

**Time** – Thursdays 9.30 am – 12.00 pm

**Time Credits** – will be available for this project

**Desired Skills and Characteristics** –

- Friendly and welcoming
- A good listener
- Able to work as part of a team
- Able to communicate with community members and staff
- Committed to equality and diversity and have a genuine desire to help people

**Volunteer Responsibilities:**

- Welcoming people as they arrive at the coffee morning
- Helping with making hot drinks
- Ensuring health and safety procedures are followed
- Being available to answer questions / requests for help from members
- Being aware of activities taking place at ACE and communicating them to people
- Helping collect information from members to help monitor impact