# Volunteer Role Profile

**Community Support Services**

**Location**
Seven Centres for the Community (in Claygate, Cobham, Hersham, Molesey, Thames Ditton, Walton and Weybridge)

**Reporting to:**
The Centre Manager

**Client group:**
Older People (over 65 years)

**Specific duties:**
- Welcoming centre members and members of the public to the centre,
- Selling small items of stock from the centre shop,
- Collate the number of lunch tickets sold,
- There may be other tasks within this role that may be required from time to time that are not included in the above.

**Would suit someone who:**
- Enjoys meeting and working with people.
- Has an outgoing and sociable personality.
- Is customer focused.
- Wants to support their local community
- Increase their experience and improve their employability

**Required skills:**
- Good communication.
- Confident in handling money

**Induction and training:**
We provide a comprehensive induction programme including use of the cash register and there is an ongoing training and awareness raising programme

**References:**
2 satisfactory references are required

**DBS status:**
A DBS check is not required for this role.

**Time of sessions:**
- Length of sessions are 2 to 3 hours.
- Sessions run Monday to Friday,

**Commitment required:**
We need a schedule of volunteers at least one week in advance. We can offer regular slots on the rota or an on-call rota.

**Satisfaction:**
A contribution towards the work of Community Support Services and a great way for you to meet and make new friends in the local community.

**Contact information:**
Preventative and Support Services Manager
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