



Thursday Activity Lead

Purpose of the role	To help facilitate a morning session encouraging dialogue and conversation amongst attendees
Duties	<p>Working with other volunteers to deliver a morning session</p> <p>Welcoming new and existing customers, helping them get comfortable, introducing them to others, preparing teas and coffees</p> <p>Registering attendees and talking any applicable fees</p> <p>Leading the session, including preparing the room and passing out any materials</p> <p>Reporting to the Community Engagement department/ line manager about any issues or concerns. Also giving feedback about positive changes observed in new customers, or feel good stories</p> <p>Developing ideas and content for your sessions. This could be travelogues, trivia, quizzes, music, YouTube videos, etc. The Community Engagement team will have some ideas to help you when you start.</p>
Skills and experience	<p>A confident and personable demeanour</p> <p>Ability to work with other volunteers and staff</p> <p>Experience leading informal groups and self-confidence to guide the activity</p> <p>Having a positive attitude to our clients, volunteers and staff members</p>
Benefits	<p>Training for the role will be provided</p> <p>Travel expenses will be reimbursed</p> <p>Satisfaction of making a difference in your local community</p> <p>Meeting new people as part of a team</p> <p>Being part of Wimbledon Guild's volunteering programme</p>
Support	<p>You will be assigned a line manager who is there to support and encourage you.</p> <p>Before starting, you will have a thorough induction with the Volunteer Manager and your line manager, which will allow you to familiarise yourself with Wimbledon Guild's policies and procedures, including data protection, as well as other activities and support we provide.</p> <p>Regular catch-ups so you feel confident in your role</p>
Timing	Every other Thursday morning from 10am-12pm. Occasional cover for other Thursdays as agreed upon.

**For more information, contact the Volunteer Manager:
Guild House, 30-32 Worple Road, Wimbledon, SW19 4EF
volunteer@wimbledonguild.co.uk / 020 89460735**