



## Volunteer Role Description

### WELCOMER – WEDS PM

#### About get2getherlocally CIC

get2getherlocally CIC runs Hilary's Hut, a free over 45's social meet up group for 'active adults' to combat loneliness in the community.

The aim of G2GL is to provide information and opportunities to 'get2gether locally', make friendships and provide activities for positive mental and physical health. A key value of G2GL is that all activities are provided free of charge (or at a subsidised rate/ donation) as being alone is not to be profited from. It is also important that all community members have an opportunity hear about and able to come to Hilary's Hut without discrimination.

**We are hoping to launch a second 'Hilary's Hut' every third Wednesday of the month at Christ Church Hall 2-4pm.**

**This is an exciting role with a real opportunity to make a difference and join a fun and friendly Team.**

**We are expanding due to Member demand. There are opportunities to learn from the existing Morning Team and be involved from the launch which we aim to be from September 2024.**

Role Title	<b>Welcomer (Ref: G2GLW - PM)</b>
Location	Christ Church Hall, Kenilworth Gardens, Staines, TW18 1DR
Time Agreed	Every third Wednesday of the month 2-4pm  *Optional – set up and breakdown help if able 1-5pm.  We have quarterly Volunteer Meetings you will be invited to attend and a Christmas Get2gether.
Purpose	To ensure all Members who come are greeted and made welcome to attend.
Tasks to include	Work as part of a Team to provide a warm welcome on the Welcome Desk.  Ensure all Members who come are greeted at the door and made comfortable to come in.  Ensure all Members sign in on the Attendee Forms  Complete a name badge for arriving Members.



	<p>Ensure all new Members complete the 'Registration Form' if they are coming for the first time,</p> <p>Show new Members around the Meet Up 'Corners' and ensure they are sat and introduced at a 'Corner' of their choosing to the 'Corner Lead' and other Members.</p> <p>Ensure no Member is sitting alone, unless wishes to, by talking to them during the meet up, introducing them to others or engaging them in an activity.</p> <p>Give members any information and support they need with any mobility aids or filling out any forms as required.</p> <p>Respect for confidentiality and willingness to engage in Volunteer Meetings.</p> <p>A DBS or Volunteer Declaration will be required for this role.</p>
Personal Attributes	<p>Physically able to help set up &amp; breakdown tables and chairs and help members with any mobility aids they may have.</p> <p>A friendly, welcoming, and supportive, all-inclusive chatty nature.</p>
Reporting to	Group Leader
Beyond the job description	<p>Providing transport to members or care outside of Hilary's Hut.</p> <p>This is a safe space so strong personal views on topics that maybe sensitive to others should be avoided.</p>

For more information on this role please visit [www.get2getherlocally.org](http://www.get2getherlocally.org), email [info@get2getherlocally.org](mailto:info@get2getherlocally.org) or call Nichola Cornes on 07980 204628. We are a fun and friendly team 😊 Come and join us!