



VOLUNTEER JOB DESCRIPTION: **Activity/Session Volunteer**

REPORTS TO: **Supervisor / Team Leader**

Responsible to Team Leader and all other paid staff.

Key Responsibilities: To support individuals attending OUTLOOK and promote specific activity/session to all registered members.

- Responsible for facilitating specific session/activity with Outlook members and keeping accurate register of attendance.
- Research, plan and develop a regular session involving Outlook members at all stages.
- Promote session/activity to members.
- Responsible for individual feedback evaluations from all sessions/activities.
- To liaise with staff team.
- Promote healthier lifestyles to all members.
- Network and liaise with relevant agencies/services based in Manchester.
- Support members attending sessions/activities.
- Represent OUTLOOK in a professional manner including dress code.
- Attend supervision sessions.
- Identify personal training needs.
- Attend volunteer meetings, training events, conferences and workshops as requested by the staff team.
- **Ensure that all information** i.e. referrals, attendance register, diary, contact sheets and any other paperwork is recorded in a professional manner at **all** times.
- Ensure Administrator is aware of your availability, giving reasonable notice of any planned absences e.g. holidays.

1 Kay Street
Openshaw
MANCHESTER. M11 2Dx

Tel – 0161-231-7012



VOLUNTEER JOB SPECIFICATION: **Activity/Session Volunteer**

Essential attributes and experience

- The ability to work in a small team.
- The ability to work alone.
- A willingness to learn new skills.
- Good communication skills.
- The ability to engage with a wide range of individuals.
- The ability to prioritize tasks and manage time efficiently.
- An understanding of the nature and issues relating to vulnerable people.
- Commitment to the promotion of OUTLOOK

Desirable attributes and skills

- Administrative/IT skills.
- Knowledge of the local community.
- Willingness to attend conferences, workshops and seminars.
- Monitoring and evaluation skills.
- Good organisational skills.
- To perform other tasks relevant to the role of Activity/Session Volunteer

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