



Registered Charity 1157806

# The Arc Community Hub

(operated by Grange Park Centre Charity)

## Volunteer Job Description - Coffee Morning Helper

### Hours

Wednesday 9am-12pm

### Supervised by

Rob Newton, Centre Manager

**Purpose** - To support local adults of all ages in feeling welcome, making friends and reducing isolation and loneliness.

### What will this role activity offer for the volunteer?

An opportunity to meet people and be part of the community centre volunteering team. Show adults of all ages kindness, friendliness and support when some of them may be struggling with isolation and loneliness. Help the team with serving, setup, chatting and cleaning.

### Tasks include

- Prepare and serve hot and cold drinks
- Bring along games for people to play if you have them
- Bring along homemade cakes if you like baking
- Chat with people, listen to them, be friendly
- Tidy away, wash up, use the dishwasher, clean the kitchen
- Helping tidy away in the hall

### Person specification

Basic knowledge of health and safety for food and drink preparation

Friendly, good listener

Reliable



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Punctual and able to volunteer on a regular basis

### **Requirements**

DBS may be required for this role if we attract vulnerable adults to join the coffee morning

### **About The Arc Community Hub**

Based on the Grange Park housing estate in South Loughborough, we are a charity-run community centre, a brand-new building funded by the Big Lottery and many donations and funds from across the country. We opened officially in December 2019 with the vision of providing improved life opportunities for the people of South Loughborough. We now have many regular groups using the building, including childcare, exercise classes, a youth club and a church group. We also have an increasing number of one-off bookings, particularly for children's birthday parties.

The idea of the building is that we can make enough money from renting out the rooms to local businesses and residents, to keep the building running and use it to serve the community. We are currently able to run a Baby & Toddler Group, youth club and coffee morning at little or no cost to the people coming along, and we hope to run many more events to benefit the community over the years to come. This is an exciting time to join us as we are still in the early stages of making this work in our community.