

## Day Session Volunteer Role Description

<b>Title:</b>	<b>Kairos Day Session Volunteer</b>
<b>Day Session:</b>	<b>Monday 11.30 – 3.00pm</b>
<b>Supported by:</b>	<b>Volunteer Coordinator</b>
<b>Main purpose:</b>	<b>To give practical and emotional support to the female service users that attend the daytime session (WINGS).</b>

### Overview of Role

We are looking for female volunteers who have an interest in working with vulnerable women, particularly those who have a history of sex working and substance misuse and would like to enhance their knowledge and/or understanding of this area of work. If you feel you have skills in listening, motivating and providing emotional and practical support, you may be able to both give and receive considerable experience. You will work as part of a team of volunteers and at least one paid worker.

### Responsibilities

- Help set up the room (arrange chairs and tables).
- Prepare lunch (usually cold buffet).
- Provide drinks.
- Wash-up and clear up after lunch.
- Support the women during activities and in accessing the computer suite.
- Help build self-confidence and motivate the women.
- Guide the women by referring them to other organisations.
- Engage in conversations with the women and offer follow-up support where applicable.

### Skills

- Ability to listen well, taking a non-judgmental approach to the women.
- Ability to communicate well in English; both verbally and in writing.
- Basic food preparation skills.
- Good basic computer skills, particularly in the use of Word and the internet.
- Understand the principals of equal opportunities and non-discrimination.
- Awareness of your own limitations and boundaries.
- Does not need to be a professional advisor or counsellor.

### Qualities

- It helps to have a sense of humour and be flexible in your approach to volunteering as this role can be quite varied, depending on the women that come to each session.
- Be open to new ideas and experiences.
- The ability to work with a range of people from a variety of social and cultural backgrounds.

### Training

You will be required to attend three induction sessions prior to starting your volunteering and you will have the opportunity to shadow a member of staff on your first session. Where possible, Kairos will also offer ongoing training, which may be provided by other agencies.

### Times and Commitment

It is hoped you will commit to two sessions per month on a rota basis and will arrive 15 minutes before each session and stay 15 minutes after each session for a briefing and de-brief.