

Cards of Kindness Coordinator

Volunteer Role Description

Role:	Cards of Kindness Coordinator
Where:	Working from home / visiting care homes across an agreed area convenient to you
When:	Flexible, 1-2 hours once a week
Why:	Sending cards to older people in care homes helps reduce loneliness and isolation, builds connection with their local community and lets them know people are thinking of them.
What does the role involve:	<p>Liaising with the volunteers who are making cards</p> <p>Collecting cards from volunteer crafters, groups and libraries on a monthly basis</p> <p>Liaising with care homes to keep the list of recipients up-to-date</p> <p>Checking cards and messages are suitable and writing in cards if necessary</p> <p>Arranging delivery of cards to care homes, including liaising with volunteers who are delivering cards</p> <p>Liaising with regular volunteers to complete the monthly logs of how many cards have been sent and number of volunteering hours</p> <p>Liaising with the Hampshire Project Coordinator</p>
Attributes / skills needed:	<p>Be reliable and trustworthy</p> <p>Be well organised</p> <p>Have good interpersonal skills so that you are confident to liaise with both volunteers and care home staff</p>
What's in it for you?	<p>The satisfaction of knowing that you are making a big difference in the lives of some of the oldest and most isolated residents in your community</p> <p>Valuable experience of volunteering</p> <p>Being part of a committed team of staff and volunteers</p>
What you can expect from us:	<p>Training and induction before the role starts</p> <p>Ongoing support from the project co-ordinator</p> <p>Pre- agreed out of pocket travel expenses (volunteer to use own transport)</p>
For more info:	<p>Email: hampshire@embracingage.org.uk</p> <p>Phone: 07577 945106</p> <p>www.embracingage.org.uk</p>