

Volunteer Role Description

Role:	Christmas Gifts Co-ordinator
Where:	From home / At office
When:	1-2 hours a week – increasing as we get close to Christmas
Why:	Many care home residents have no friends or family to give them gifts at Christmas. We want to let them know their local community is thinking about them at this special time of year. We would love to connect each care home with a local school as part of this and encourage the schools to provide Christmas gifts for the care home residents
What does the role involve:	<ul style="list-style-type: none">Planning the Christmas gift project, with the support of the Embracing Age staff teamLiaising with schoolsRecruiting a team of volunteers to helpLiaising with care home staffOrganising the distribution of gifts to care homes
Attributes / skills needed:	<ul style="list-style-type: none">Good communication skillsInitiativeGood organisation and planning skillsGood computer literacy
What's in it for you?	<ul style="list-style-type: none">The knowledge that you are bringing joy to some of the oldest and most isolated residents in our community at Christmas timeBeing part of a committed team of staff and volunteers
What you can expect from us:	<ul style="list-style-type: none">Induction before the role starts.Ongoing support from the project co-ordinator.Appropriate materials and guidance to support your role.
Contact:	For further information contact Wendy Simeon Phone: 07422 502957 Email: wendy@embracingage.org.uk www.embracingage.org.uk