

Volunteer Task Description

Thank you for your interest in volunteering with Age Scotland! Please see below an outline of the role and what it involves.

If you have any questions about an aspect of the role, please feel free to get in touch on **0333 32 32 400** or email: volunteering@agescotland.org.uk

| | |
|---------------------------------------|--|
| Volunteer Role Title: | Circles Host |
| Department Name: | Friendship Services |
| Location: | Home-based |
| Job Title of volunteer supervisor(s): | Friendship Coordinator, Friendship Manager |
| Time Commitment: | 1-2 hours per week at the same time each week (with some flexibility for cover) over a 6 month minimum period. |
| Background | The Circles service enables socially isolated older members of the community to enjoy camaraderie with others in regular and facilitated telephone group calls. |
| Purpose of the role: | Facilitation of the circle and involve members in group discussions and conversations. |
| Main Tasks Include: | <ul style="list-style-type: none"> • Logging into Age Scotland IT systems • Welcome members to the circle • Facilitate group discussions and ensuring all members have a chance to participate. • Reporting any concerns or issues with the circles to Supervisor. • Where possible, giving the Supervisor advanced notice of any absence. • From time to time, providing feedback and completing further training as necessary to support you and your volunteering role. |
| Required Qualities & Experience: | <ul style="list-style-type: none"> • Creativity for developing engaging resources in response to circle participant's interests. • Agreeing and complying with Age Scotland's policies and procedures. • An understanding of and commitment to equal opportunities. |
| Required Skills: | <ul style="list-style-type: none"> • Communication: active listening and clear speaking. • People skills: the ability to interact effectively with a range of people. Caring and friendly nature to help people feel comfortable and encourage their active participation |
| Additional Requirements: | <ul style="list-style-type: none"> • Internet capable device with strong WiFi connection. • Communication with Supervisor to support delivery of |

| | |
|--|--|
| | circles and how we can support you in your role. |
|--|--|

Thank you for taking the time to consider this role. If you have any questions, please call **0333 32 32 400** or email: volunteering@agescotland.org.uk

We hope to hear from you soon!