



ADMINISTRATION VOLUNTEER

Introduction

Open Age is a busy charity providing courses, events and activities to enhance the health and wellbeing of older people. We could not manage the complexity of our work without the support of our volunteer administrators whose effective office organisation and IT skills, including Outlook, Word and Excel, enable the charities work to run smoothly, even on the busiest of days. Administration volunteers support and strengthen the work of all our teams across the organisation and are trusted to work independently and flexibly to help us deliver the activities we provide that strengthen older peoples health and wellbeing in later life.

Administration Volunteer Role

- Support and strengthen the delivery of member courses, activities and events
- Provide administration support to Open Age support of volunteers where required.
- To provide administrative support to the employees as required.
- To support the efficient administration of Open Age offices.
- To provide information to members, volunteers and visitors both in person and on the telephone.

Administration Volunteer Tasks

- General office duties including word-processing, photocopying, filing and mailing.
- To undertake administrative duties in relation to the recruitment, training and general support of members and volunteers where required.
- To help maintain the volunteer database, including data input and analysis.
- Create and update records and databases with member and volunteer data
- Room bookings

Administration Volunteer Commitment

- Volunteer for a minimum of one half-day session a week
- Attend three Open Age volunteer team meetings a year
- Feedback information on volunteering hours and tasks as necessary

The Open Creative Arts Volunteer is an unpaid, voluntary role, though any appropriate out-of-pocket expenses, including travel and subsistence will be reimbursed on production of the appropriate receipts. All volunteers receive an induction to the organisation, relevant training in the volunteer role and a volunteering reference after an appropriate period of satisfactory volunteering.