**Volunteer Job description**

**Job Title: Art/ collage class room assistant**

**Venue: Warwick Community Hall, 300 Harrow Road, W2 5HG**

**Time: Monday’s 11.30 am to 2pm (term time)**

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**Job Responsibilities:**

* Prepare the room for the class; setting up tables and chairs
* Open the kitchen and set up the cups ready for teas and coffees.
* Buy milk from local shop
* Along with the Tutor, Emily Fuller welcome people to the class
* Chat with members, making sure that they have what they need and are getting the most out of the class.
* Serve refreshments during the class
* Taking payment from members; count up cash at the end of the session
* Tidy up after class, stack tables and chairs away; pack up collage materials
* Drop money collected at New Avenues Centre, 3-7 Third avenue, W10 4RS

**Desired Attributes or Willingness to Learn:**

* Friendly and reliable
* Passion for working with the public, particularly the older generation.
* Fit enough able to move furniture
* Good sense of humor!

**Practical Considerations**

We provide £3.50 to cover lunch expenses and up to £4 for travel expenses providing volunteers bring their receipts.

To apply please contact Jenny on 07799369717 or via Jmarshall@openage.org.uk