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**Volunteer Host**

We are looking for friendly, enthusiastic and reliable volunteers to help us run our busy activity centre for the over 50’s. If you are passionate, caring and hardworking come and join our team!

**Role Responsibilities:**

* Providing a warm and friendly welcome to our members and assisting them with any inquiries.
* Assisting people to become members and providing them with the relevant activity information.
* Signposting members to other organisations where required.
* Answering the phone and taking messages.
* Any other adhoc administration duties as required.

**Desired Attributes or Willingness to Learn:**

* Friendly, chatty and reliable.
* Passion for working with the public, particularly the older generation.
* Basic IT skills.

**Open Age**

We work with older Londoners throughout Kensington, Chelsea, Westminster and Hammersmith & Fulham to create chances to get together, find work, learn new skills and develop new interests. By doing this, we help people stay healthy in mind & body, living life to the full.

We run a broad range of opportunities and activities together with our members, across health, leisure, well-being, education and employment for people aged 50 and over to give older people the chance to live not just exist.

**Opportunity available:** Monday-Friday (10 – 3.30 Flexible hours)

**Practical Considerations**

* Interested volunteers are required to submit a Volunteer application form including two references.
* We can provide up to £4 for travel expenses providing volunteers bring their receipts!
* A DBS check will be required for all successful applicants however the cost of this will be covered by Open Age.
* Open Age is part of the Just Add Spice: Time Credits programme. You can earn 1 Time Credit for each hour volunteering with Open Age!

**Contact:** Open Age QPHR Hub, New Avenues, 3-7 Third Avenue, London, W10 4RS

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