

# Volunteering Roles

**Day Club** – We run our day club five days a week, from Monday to Friday 10-3, and have a comfortable day lounge where clients can relax, socialise and take part in games, crafting, quizzes and therapeutic activities. Our clients are a mixture of people with minimal needs. However, some have memory problems. Volunteers are asked to help support our staff with the day to day running of each session. Sessions are fun, informal, and rewarding for volunteers.

**Transport (Minibus Drivers)** - Along with our Day Club, we provide transport to and from the Venton Centre. Our clients live within the Eastbourne area. We are looking for experienced drivers with a D1 license. You could volunteer anytime from a minimum of one morning or afternoon per week.

**Transport (Passenger Assistant)** - We are also looking for people that can help our clients on and off the bus; this will include some manual handling. Please be aware that some fitness is needed. Will include some light manual handling.

**The Venton Centre (Reception)** - Our community centre is open five days a week, Monday to Friday. You will be answering calls, directing them to the correct member of staff, booking appointments, making calls, answering emails, talking to clients face to face at the front desk and answering basic queries. You will also be taking payments throughout the day using the till and card payments system. As little as 2-3 hours per week could make a huge difference, full training will be given.

**The Venton Centre (Administration)** - At the centre we always need admin support. You will be asked to do photocopying, printing, data entry using Office tools and other administrative tasks.

**The Venton Centre (Information & Advice)** - We provide a general information and advice service to clients 5 days a week and we are currently seeking more advisors. You will be helping members of the public with general enquiries; these are usually about bills, blue badge forms, local information, signposting and more. You will be supported by reception and most of the information we provide is on the internet therefore computer literacy is important. 3 hours a week can make a huge difference.

**Walk Leaders** - We host two local walks a week, one on the seafront and another at Hampden Park. If you are sociable and have a passion for fitness we want to hear from you. The groups can be from 10-20 people at a time.

**Charity Shops** - We have four shops within the Eastbourne area and are actively seeking volunteers to help with the day to day duties including: serving customers, greeting, answering public enquiries, organising stock and taking payments (training provided).

**[Click here to open a link to our application form.](#)**

***Please note: References will be needed however we do offer taster sessions to see if this is for you and us. Also, if you need a DBS for any of these positions, costs will be provided by the organisation.***