

## Volunteer Role Description

<b>Role Title</b>	Volunteer Mini bus escort
<b>Based at</b>	Trunkwell Garden Project
<b>Responsible to:</b>	Regional Centre Manger - Trunkwell Garden Project
<b>When</b>	Tuesday to Friday (one or more of these days)
<b>Time Commitment:</b>	Two shifts per day 8.00am – 10.00am and / or 2.30-4.30pm. It is envisaged that this will be a shared role between a pool of volunteers.
<b>Duration</b>	Ongoing
<b>General Purpose of the Role</b>	<ul style="list-style-type: none"> <li>To support the mini bus Driver as an escort when collecting and taking home Thrive’s clients from various locations across North Hampshire. NB this is not a driving role and is open to people who do not hold a driving licence</li> </ul>
<b>Outline of Tasks</b>	<p><u>Some of the tasks you may be involved in are:</u></p> <ul style="list-style-type: none"> <li>Supervise clients boarding and disembarking the bus (no lifting required)</li> <li>Ensuring seat belts are worn by all passengers</li> <li>Ensuring baggage is secured before journeys commence</li> <li>Become familiar with routes to assist the driver</li> <li>General supervision of clients whilst travelling</li> <li>Assist the driver and passengers in the event of an emergency.</li> </ul>
<b>Skills and Personal qualities we need you to use.</b>	<ul style="list-style-type: none"> <li>A helpful, sensitive and perceptive disposition.</li> <li>Flexible approach with an ability to work under own initiative and a part of a team.</li> <li>Awareness or experience of, working with people with disabilities.</li> <li>Ability to grasp and convey information clearly.</li> <li>A sense of humour</li> <li>Willing to provide support as required.</li> </ul>
<b>Training, Support and Supervision you will be given</b>	<ul style="list-style-type: none"> <li>A full introduction to the tasks you need to do</li> <li>Training in relation to health and safety and any other training relevant to tasks we ask you to do</li> <li>Regular volunteer meetings</li> <li>A review meeting with your named contact at least once every six months.</li> </ul>

<b>General Duties</b>	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.
<b>Notes:</b>	We are always looking for help with the fundraising events we put on. These are usually at weekends. There is no obligation but this could be an additional activity you could get involved in.