

MySight York Volunteer Role Description

Activities Assistant – External Groups

MySight York is a thriving, independent, local charity working to help people with sight loss to remain independent. Our aim is to support people in York to live well with sight loss.

We run a number of regular groups that give people the chance to learn new skills, make friends and socialise. Volunteers play an important part in these activities.

The Volunteer Role

Activities volunteers make a big difference to the running of the group ensuring members have the best possible experience. As a volunteer you may help with:

- Setting up the room
- Ensure all the materials and equipment are available
- Help members get to and from the room
- Ensure members are able to fully participate in the session
- Provide refreshments
- Ensure the room is left clean and tidy
- Maintaining a list of attendees
- Provision of any post-first-aid wrap-around care
 - For minor incidents escort client via taxi or private transport to medical professional (Please use own car if previously permitted by MySight York) All expenses will be covered by MySight York.
 - Monitoring vital signs of the client as previously guided by the first aider
 - Providing comfort and reassurance
 - Contact Next of Kin, if not already contacted by the first aider

- Ensure client safely with Next of Kin or at medical establishment or with medical professional before leaving and closing volunteer duty for that session.
- Follow guidance from designated first aider and report incident to MySight York staff via 01904 636 269 within the hour.

Volunteer Specification

Volunteers must be over 18 and provide 2 references. No previous experience of supporting people with sight loss is necessary as full training will be given. Volunteers need to have good communication skills be non-judgemental and have an understanding of how to deal appropriately with confidential information.

Volunteers must undergo a Basic DBS (Disclosure and Barring Service). An offending history will not necessarily be a bar to volunteering – each case being judged on an individual basis.

We welcome volunteers from all backgrounds and with a wide range of interests, life experience and skills. MySight York believes in equality of opportunity for all members including volunteers and values all individuals, regardless of their age, race, religious beliefs, colour, disability, ethnic origin, nationality, marital/parental status, gender, gender identity or sexual orientation. A copy of MySight York's equal opportunities policy is available upon request.

Training

All volunteers are required to participate in an initial training session to learn about supporting people with a visual impairment complete a short on-line safeguarding course. Regular training sessions are held throughout the year and

volunteers are required to attend at least one short session a year.

Support and Supervision

Ongoing support is provided by the Community Involvement Officer. Volunteers are required to attend a supervision session every 12 months. Travel expenses to and from your place of volunteering may be claimed.

Insurance

Volunteers are insured under MySight York's Employer Liability insurance and for Personal Accident. (Volunteers over 70 will have a reduced level of Personal Accident insurance).

Where a volunteer uses their own car for volunteering, including commuting to their volunteer role and/or transporting clients or equipment (including our collection boxes) they must check that their own car insurance covers them for volunteer use.

For more information, please contact:
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