



## Community Action Project

Local Day Centres Support

### Community Action Partner

Runnymede Borough Council

**Aim:** To provide quality Services to the Older Residents in the Runnymede Borough Centre's for the over 55's.

**Role:** The day centres have a sociable atmosphere where volunteers enjoy the communication they have with the clients, and are included to feel valued as part of the centre team. Volunteers would need to be someone who is capable, helpful, kind, have a positive personality, honest and reliable. Our valued volunteers help out by doing the following to support our clients:

- **Centre Reception** - booking and taking monies for lunches / answering the reception telephone.
- **Centre Kitchen** - help out over lunchtime with washing up using the Dishwasher Centre coffee bars - selling and making of teas and coffees, selling cakes, sandwiches, cold drinks etc.
- **Centre shops** - selling grocery products Help out with party days and Centre activities, Bingo calling, bowls etc.
- **Centre Party days and Christmas parties** - always glad of help from volunteers especially at Christmas. Volunteers help with putting up decorations in the centres, filling the party bags for each client in each centre (usually over a 100 bags to be filled for each Centre). Also assistance with serving the Christmas meals on the day.

**Training:** The Centre Manager will always be around to show the volunteers what is required and to supervise them as required.

**Location:** There are 3 day centres;

- **Manor Farm Day Centre**, Manor Farm Lane, Egham TW20 9HR
- **The Eileen Tozer Centre**, Station Road, Addlestone, KT15 2AN
- **Woodham & New Haw Centre**, Amis Avenue, New Haw, Surrey KT15 3ET

**Times:** The centres are open from 9am-4pm. Our volunteers tend to start at 9.30am (depends what role they will look to do). Mornings are especially busy, and clients tend to go home around 2.30pm. When we have party days the clients go home later, around 4pm.

**CRB:** A CRB disclosure will be required via Community Action.

**Other:** Travel costs reimbursed and project is accessible.

**Application:** All volunteers must be [registered](#) as Community Action volunteers.

