**Volunteer Role Description Form**

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| **Name of role** | Club Night Volunteer |
| **Service** | Leep1 |
| **Purpose of role** | Leep1 club night for adults with learning disabilities set up in 2013. Each month we run a club night for adult with learning disabilities at Popworld in Leeds City Centre from 6:30pm-9:30pm. This is a great opportunity for the adults to socialise in a safe environment, make new friends, let their hair down and have a great night. |
| **Duties/activities** | * Meet and great * Help members to sell merchandise * Take photos of clubbers and share on social media * Ensure everyone's safe and having a good time * Help plan the event and bring new ideas to the club nights * Ensure clubbers enter/leave the building safely and on time. |
| **Key skills/qualities a volunteer needs for this role** | * Friendly and approachable personality. * Able to work independently as well as part of a team. * Energic, supportive, caring, and enthusiastic * Able to deal with any conflict resoluation, if needed. |
| **Requirements of role (checks and training)** | Leep1 runs an on-going Induction program according to individual availability, followed by a group training course as follows:   * Shadowing and on the job training * One day Learning Disability Awareness * Safeguarding Adults Training * Autism Awareness Training   The training course looks at how best to support people with learning disabilities.  The volunteers are supervised by the Volunteer Coordinator for Leep1. |
| **When and Where** | Every third Thursday at of the month, from 6.30 to 9.30pm at Popworld, Leeds City Centre |
| **Contact details** | Helen Whitelam  Leep1 Manager  Tel: 078529033266/0113 243 9477  Email: manager@leep1.co.uk |