**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.
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| **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.
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| **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  |