



Volunteer role: Internet Café Support/Host

Which other volunteer roles will this role be working with/supporting:

Rohaini, Nina and other volunteers that help the tutors.

Who is the volunteer's named contact: Brendan

The purpose of this volunteer role is ... *"To support the Internet Café and help make it a welcoming place to be"*

The main tasks that the volunteer will perform:-

1. Make and serve teas and coffees
2. Check stock of refreshments and communicate when running low
3. Setting up and putting away of Internet café
4. Meet and greet visitors and make them feel welcome
5. Make sure sign in sheet is maintained and filled in correctly
6. Make sure evaluation form is filled in correctly with address, email and phone number.
7. Spread the word about the session and encourage visitors to tell others about it who may benefit.

The volunteer will need to have the following skills/attributes for this role:

Benefits for the Volunteer

Meet local people and make new friends
Contribute to the Estate
Learn Basic admin Skills & customer service
Enhance and improve your CV

Attributes/Skills needed

Friendly
Approachable
Organised
Reliable