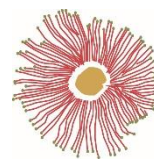


CONNECT CAFE VOLUNTEER



Position Title:	CONNECT CAFÉ ASSISTANT
Reports to:	Café Facilitator
Days & Time Required:	Two - four hours week (dependent upon travel)
Organisational Information:	Central Coast Council
Main Activities include:	<ul style="list-style-type: none"> • Assisting to set up the tables and chairs at venue. • Have relevant paperwork on hand (i.e. sign-on forms, pens, and welcome kits). • Maintain the Registration Attendance list. • Assist in greeting attendees as they arrive to the venue, and saying, “good-bye” as they leave. • Assist with general running of the café, (i.e. serve morning tea if appropriate). • Assist with creating and maintaining a safe space at the group for participants to share their feelings and experiences. • Assist in building a sense of community among participants. • Being attentive to the needs of the group. • Support the maintenance of group rules, including confidentiality among participants. • Other duties as determined.
Relevant Skills, Experience & Personal Attributes:	<ul style="list-style-type: none"> • A general knowledge of dementia. • An understanding of the purpose and value of memory cafés. • Ability to work with the facilitator and other volunteers as a team. • Good communication skills. • Ability to suspend judgement when hearing other’s point of view. • A happy friendly personality who is empathetic, understanding and patient. • Ability to use humor whilst showing genuine care and compassion. • Other relevant training.
Work Health & Safety (WH&S):	Take reasonable care of the health and safety of others and cooperate with all others in their efforts to provide a safe environment in accordance with the Act.