

To learn more about these vacancies and hundreds of others, please contact

**Sue or Charlotte at the Volunteer Centre - Maidstone**

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[www.vam-online.org.uk](http://www.vam-online.org.uk)

**do-it.org.uk**

Volunteer Centre  
Maidstone Community Support Centre  
Marsham Street Maidstone ME14 1HH



(along the road from the Trinity Foyer and opposite the Rising Sun Pub)



**Volunteer Centre**  
Maidstone



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# SUMMER

**New opportunities in your community**

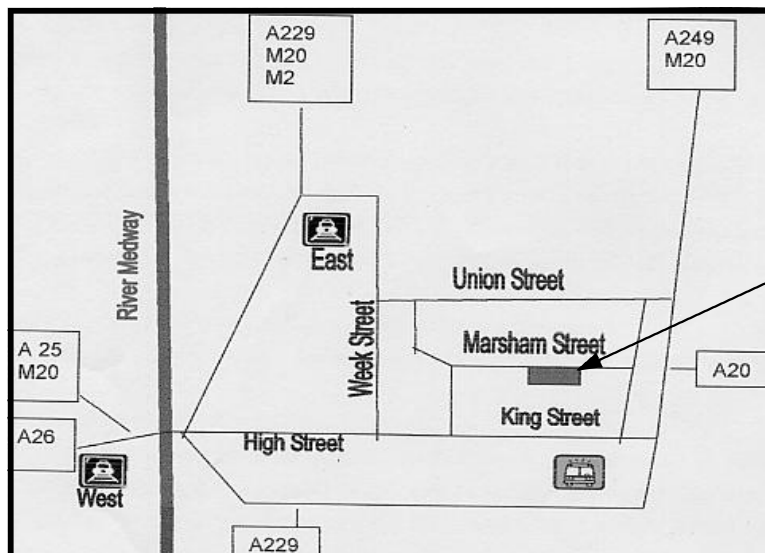
## A Warm Welcome

### Volunteer Helper—Dementia Café, Alzheimer's Society

You could make a difference to people diagnosed with dementia and feeling lonely, isolated or just wanting to meet others with the same condition. The Alzheimer's Society is running a Dementia Café twice per month to allow people with dementia and their carers to relax together in a social, caring and informative environment, with the opportunity to meet various healthcare professionals and to relax with light refreshments and sometimes with entertainers. You will welcome people with dementia and their carers as they arrive and help serve them light refreshments, also help setting up the venue (ie tables and chairs) and helping to pack away after the session has finished. An ideal candidate would be friendly, patient, caring and empathetic as well as being reliable and punctual. Experience of working with people with dementia is not essential as an induction will be given.



## WHERE TO FIND US

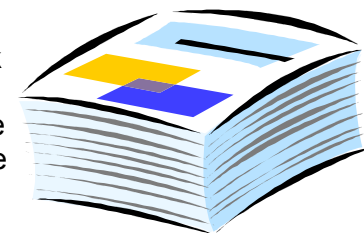


Volunteer Centre  
@ MCSC

## Excellent Events Expert?

### Marketing and Events Assistant —Kent Wildlife Trust

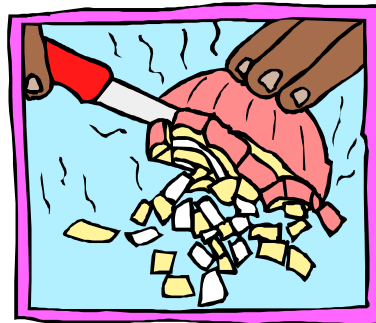
If you enjoy events and meeting new people this is a great opportunity to help wildlife at the same time! There are various opportunities for volunteers to work with the marketing and fundraising team at the Wildlife Trust. This could be anything from helping the team at the office, to dressing up in a badger costume at an event! The team take part in all sorts of events and you can help by manning stalls, helping with family activities such as face painting, or at street collections. You can even devise new fundraising events and make them happen! You can also help by designing leaflets or researching local events they could take part in. This opportunity is flexible, you can just help at occasional events if preferred.



## Make marvellous meals

### Drop in Centre Cook—Age Concern

If you enjoy cooking why not join the team at Age Concern, and prepare the meals for between 10 and 30 older people once per week in Tovil. You will follow a simple 2 course menu of hot food (all ingredients are provided) and also make the teas and coffees. With the rest of the team, help set the room up and welcome and greet the older people as they drop in between 10.00-14.00. Afterwards, wash up and clean thoroughly ensuring the room and kitchen are left tidy, again with help from the other volunteers. You will need to be a competent cook and be caring towards older people.



# VOLUNTEER

## A great office experience!

### Administrator - Macmillan Cancer Support

Help the team by assisting

with the day to day running of this friendly fundraising office, including answering telephones, banking donations and thanking supporters promptly (making donors feel valued), maintaining records of correspondence, updating the database, assisting with mail-outs, filing, scanning documents, organising meetings, booking meeting rooms, assisting with diary management, ordering and keeping stock of merchandise and dealing with post. If you would like to help you'll need organisational skills, attention to detail, accuracy, and some experience of Excel, with a clear and polite telephone manner. Flexible times during office hours.



## Good Governance

### Trustee—Citizens Advice

This busy charity is seeking new trustees to join its board. Trustees are responsible for governance and good stewardship of the organisation, and they provide guidance, support and financial management to the staff. As a trustee, you will meet regularly (evenings) and get involved within specific committees, and take responsibility for the Business and Development Plan. Essential qualities are experience of senior management and interest in the welfare of the community.



## Improving care

### Critical Friend—Avante Partnership

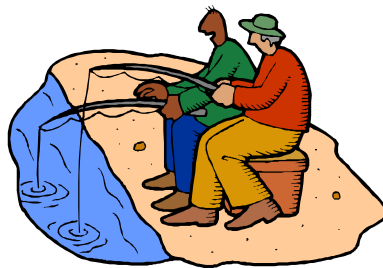
Improve the quality of local care homes by volunteering as a lay person on assessment visits as part of their annual review. Using the provided guidance and observation tool, you will visit a care home as part of a pair and assess its quality. Each home is visited twice (at different times) for around 3 hours and a report is written, so you will need good communication skills and maturity of character. Training and support provided.



## Give your time and friendship

### Befriender—West Kent Positive Support

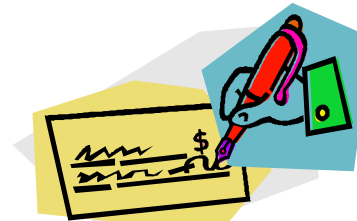
As a Befriender you will be providing much needed practical, emotional and social support for people and their families affected by HIV, by helping with shopping or transport and accompanying them to social activities, offering companionship to those who can feel isolated or stigmatized. Activities could include having a chat and a cup of tea, going for a walk, in fact anything that is mutually enjoyable and beneficial. No qualifications are required but an understanding of confidentiality, the ability to empathise and listening skills are necessary, and training is provided.



## Help homeless people

### Fundraising and Communications Assistant - Porchlight

You can help Porchlight change lives by volunteering, enabling them to raise much needed funds in support of their services and raise awareness of the work of the charity in the community. By getting involved you will make a difference to the lives of vulnerable and homeless people in Kent, meet new people, develop your skills and most importantly, have fun! Activities include helping at events, distributing marketing materials, manning information stands and placing collecting tins in local shops and businesses.



We are open Monday to Friday from 9.30 to 4.30. We can make special arrangements for people who are not available during office hours or you can register on-line. You don't have to come to the centre because we can talk to you over the phone and send you information in the post on all our current vacancies. If you do come to see us there is a quiet space for a confidential chat. If there is nothing here that interests you or if you have a skill we have not mentioned that you would like to offer a Maidstone group, then call us so we can talk you through the other options that may be available to you. You can also find a full list of current vacancies on our website.