



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

VOLUNTEER ROLE DESCRIPTION

POSITION: Saturday Afternoon Tea Host
AVAILABLE POSITIONS: 2 Volunteers
EFFECTIVE DATE: March 22, 2025
DEPARTMENT: Recreation
REPORTS TO: Seniors Coordinator

OBJECTIVE

The Saturday Afternoon Tea Host is a volunteer position that works with the Seniors Coordinator to plan and supervise the Saturday Afternoon Tea program.

OVERALL GOALS FOR THE POSITION

1. Create a welcoming and inclusive environment where seniors can come together to engage in activities and build social connections.
2. Encourage participants to interact and foster positive relationships.

ROLES AND RESPONSIBILITIES

1. Work with the Seniors Coordinator to plan and implement a variety of activities and/or resource and discussion topics.
2. Help participants to get settled and introduce guest speakers, when applicable.
3. Share resources and information.
4. Set up coffee, tea, and any materials for the session.
5. Ensure the room is clean and tidy at the end of the session.
6. Develop positive relationships with participants to help build a sense of community.

REQUIREMENTS:

- Must be age 16+
- A commitment to healthy aging through community building, resource sharing, and activities.
- Must obtain a Criminal Record Check with Vulnerable Sectors Clearance prior to starting (online link or request letter will be provided)

ROLE PARTICULARS

- Be available on the last Saturday of the month from 12:30pm – 3:30pm.
- This is an excellent opportunity for two friends to volunteer together.

Please send a letter of interest to martha.bloem-reddy@myuna.ca.

Application Deadline: Open until filled.

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