



## Volunteer at the Millennium Third Age Centre! Help us help the local community



Do you have a spare few hours a week?

Do you have a “can do” attitude with the ability to work in a team?

Are you reliable and have good time keeping skills?

**The Millennium Third Age Centre (3AC) wants you!**

We are a charity providing community resources and delivering community activities in the heart of one of the most deprived wards in the country. We respond to the economic downturn by using co-production techniques to address local needs.

We are looking for:

### **Receptionists**

Receptionists act as the first friendly face visitors to the centre see. They are responsible for answering the telephone, basic cash handling, sending emails and organising bookings for rooms at the centre.

### **General Assistants**

General assistants are behind the scenes ensuring the centre is clean and ready for visitors to come in and use. Duties for them may include setting up room layouts for bookings, cleaning toilets & rooms, performing minor DIY tasks and ensuring the centre is stocked up with supplies needed.

### **Free Books Southampton Volunteers**

The Third Age Centre is home for Free Books Southampton. The concept is simple: people donate books and we store them for people to take books away for free. Tasks for this role include organising the books the centre receives ready for people to take away and volunteering with Books For Free pop-up stalls at local events.

### **Project and Research Support**

We love people who help the centre with community projects. The centre is part of numerous projects working with local partners to benefit people in the local area. Some of our most recent work has benefitted people socially, culturally and educationally. Whether you have a project in mind and would like some support or if you would like to get involved in a project, we want to hear from you.

If volunteering sounds like something that may interest you, please fill out an application form and return it to us by visiting the centre or emailing us at [reception@thirdagecentre.org.uk](mailto:reception@thirdagecentre.org.uk). Please note that all volunteer roles are provided with training and we are more than happy to answer any queries.

### **Contact the Millennium Third Age Centre**

**Email:** [reception@thirdagecentre.org.uk](mailto:reception@thirdagecentre.org.uk)

**Address:** 11 Cranbury Terrace, SO14 0LH

**Phone:** 02380 711 700

**Facebook:** [3AC Third Age Centre](#)

**Twitter:** [@ThirdAgeCentre](#)

**Website:** [thirdagecentre.org.uk](http://thirdagecentre.org.uk)



## VOLUNTEERING APPLICATION FORM



Name: .....

Email: .....

DOB: .....

Phone (Mobile): .....

Address: .....

.....

Receptionist

General Assistant

Free Books Southampton

Project and Research Support

### PERSONAL DETAILS

### VOLUNTEERING ROLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

PLEASE STATE YOUR AVAILABILITY (SPECIFY TIMES)

### REFERENCE CONTACT

### WHY DO YOU WANT TO VOLUNTEER?

Name: .....

.....

Relationship: .....

.....

Phone: .....

.....

Email: .....

.....

By Signing Here I confirm that:

- The information I have given on this form is accurate
- I understand and agree to the responsibilities of my role as a volunteer at The Millennium Third Age Centre
- I will adhere to the Millennium Third Age Centre Code of Conduct

SIGNITURE .....

DATE .....