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| **Name of Role** | Hospitality Volunteer |
| **Purpose of Role** | To help make the drop-in centre a welcoming and safe place for everyone who visits |
| **Reporting to** | Drop in Manager *(put in the name of the person and their role)* |

**Tasks**

* Meeting and greeting people to make them welcome
* Chatting to people during sessions and helping everyone to feel at ease
* Looking out for visitors who are on their own and seeing if they want someone to talk to or if they’re happy alone
* Making tea and coffee for visitors when particularly busy
* Following all the policies and procedures of the Drop-in Centre so that everyone is safe

Volunteers will be asked to do some or all of these tasks as agreed with the Centre Managers.

If there are any other things that you would like to do to help, please have a word with one of the managers.

***‘Remember to show hospitality. There are some who, by so doing   
have entertained angels without knowing it.’***

*Hebrews 13:2*