

Friary Drop-In Volunteering Opportunity

Volunteer Translator

Role Description

- To act as a translator for the benefit of Eastern European visitors to the Friary Drop-In
- To act as translator/ facilitator in information and advice interviews concerning people from Eastern Europe
- To convey what is being said by the person concerned to Friary Drop-In information and advice workers
- To uphold professional boundaries and confidentiality when dealing with Friary Drop-In visitors

Skills and experience needed

- An ability to speak and translate Russian and/or Polish
- An ability to maintain appropriate boundaries and confidentiality
- A friendly attitude
- The ability to treat people fairly and equally
- The ability to follow instructions
- Experience of working with vulnerable adults is desirable

Location

Drop-In Centre, 46 Musters Road, West Bridgford, Nottingham NG2 7PR.
Tel: 0115 982 5448

Regular times you can volunteer:

(Induction and training may take place at other times to suit)

- **Monday:** 9am-1pm (4Hrs Per Week)

Supervisor: Responsible to the Deputy Centre Manager – Sam Crawford

For Office Use:		Date:
Created by:	Sam Crawford	May 27 th 2010
Review		