

Volunteer Role Description

Events Assistant

Aim of volunteering role:

To assist the staff, helping them in the preparation and delivering of events 'on site' and 'off site'.

Tasks:

1. To wear the issued volunteer badge
2. To take instruction on procedures regarding the setting up of various aspects of the event
3. To assist the event organisers by setting up and manning stalls, selling tickets, directing traffic etc at 'on site' events as per instruction
4. To carry out other tasks relating to open days if and when instructed, e.g. taking gate money, helping prepare and sell refreshments etc as instructed, by agreement with the event organiser
5. To act in an appropriate manner as a representative of the Home
6. To follow all instruction given on health & safety, including PPE and manual handling
7. To attend pre arranged meetings held at Gables Farm Dogs' & Cats' Home to discuss any current or future issues and developments.

Time:

Flexible time commitment, pre arranged with the Volunteer Co-ordinator.

Place of work:

Gables Farm Dogs' & Cats' Home 'on site' and various 'off site' locations

Volunteer Co-ordinator:

Carol Steel

Transport needed:

Due to the location of the Home, volunteers require own transport if assisting with an event 'on site' and also 'off site'. There are no public transport links to the Home.

Skills required:

1. Interest in and commitment to the work of the Home
2. A calm, friendly personality, flexibility and the ability to follow instruction

Benefits offered:

1. Tea, coffee provided for break times
2. Full insurance cover
3. Reference available after 3 months volunteering

References:

Two personal references required.

*** Please note there are limited placements available**