



VOLUNTEER ROLE DESCRIPTION

EVENTS VOLUNTEER

Volunteer Role Summary

- This is a flexible and varied role that will involve working with the fundraising & events team to assist with events such as coffee mornings, stands at stores & fairs at various locations, collecting money at various stores and other fundraising activities.

What will I be doing?

- You can assist with **some or all** of the following tasks:
 - o Helping at our stall/stand at events at various locations, which could be inside a gazebo if outdoors or a table if indoors, either all day or part day to suit your availability. For example we set up tables selling our Gables merchandise, collect donations and promote Gables with leaflets and talking to people etc. Or we erect a branded gazebo at outdoor events such as Devon County or Yealmpton show and local community events. We also run dog shows at local events offsite.
 - o Assisting with the setting up and packing down of events.
 - o Engaging with members of the public in a friendly and enthusiastic manner to raise awareness of the work Gables does and how people can support us.
 - o Admin tasks on site at Gables such as stuffing envelopes for the quarterly magazine.
 - o Assisting at coffee mornings on site at Gables, selling bric a brac, running tombola's and serving tea, coffee and cakes. Again this can be all day or part day depending on your availability.
 - o Bucket money collections at various local locations such as supermarket stores.
 - o Car park marshalling on site at Gables for coffee mornings.

What skills, qualifications or experiences do I need?

- Good communications skills.
- A calm friendly personality, patience, flexibility and the ability to follow instruction.
- Good organisational skills.
- Willingness to work as part of a team.
- Interest in and commitment to the work of Gables.
- Commitment and reliability is very important.

What training and support will I receive?

- Volunteers will work with the fundraising and events team who will provide ongoing guidance and support.
- Volunteers will attend an induction, which includes health and safety training.

What benefits are offered?

- Development of your knowledge and skills in supporting a fundraising and events team.
- Development of your communication, customer service & organisational skills.
- Volunteering is a great addition to your CV and you can receive a reference after 3 months of being a part of the team.
- You will receive 10% off all shop items and animal boarding.
- Helping with fundraising and events is a great way to meet people and socialise with likeminded people.
- Your time will contribute to local animal welfare and will help Gables ensure our animals have healthy, happy lives and unwanted or abandoned dogs and cats find new homes.

What time commitment is required?

- Flexible time commitment, pre-arranged with the fundraising and events team.
- Due to the nature of the activities planned, events can occur on any given day and at various times. Most events are on weekends or bank holidays and the events team could be required anytime between 8:30am to 4:30pm.

Where will I be working?

- Gables Dogs & Cats Home and various locations across the county (mostly local to Plymouth). Your own transport will be required for this role and you will need to add 'business use' to your vehicle insurance (the cost for which we will reimburse you for).

References:

- Two personal references are required.

Please Note:

- *This is an unpaid voluntary position.*
- *There are limited placements available.*
- *Candidates will be selected for a trial day if their application is shortlisted. This gives you the opportunity to see how we work, what the position involves and establish that you would like to volunteer at Gables. It also enables us to assess your suitability for the position further.*
- *Our volunteer positions are open to anyone over the age of 18.*