

Markfield Volunteer Role Description

Volunteer title:	Markfield General Volunteer
Purpose:	To offer ad-hoc support to Markfield such as helping at events, odd jobs in the Markfield building or office admin tasks
Responsible to:	Service Manager
Hours of work:	Occasional hours at specific times of year when we host events, plan building maintenance or need extra admin help

Volunteer role

This depends on your skills! We do not expect everyone will want to do all the ad-hoc tasks we need help with. If you have skills and interest in maintenance we would ask you to help with odd jobs at Markfield and to participate when we redecorate parts of the building. If you have some admin experience we would ask you to help with occasional office tasks such as photocopying or filing. If you are keen to help at events we would ask you to come and help us set up and facilitate events for families.

- If you join our pool of General Volunteers we will contact you when there are upcoming tasks we need help with, that suit your skills and experience.
- If you are available to help we will agree the dates and times for you to volunteer, the task goals and who you will be working with.

Responsibilities

If you volunteer for us you will need to:

- Follow Markfield's policies and procedures in your volunteering practice
- Have good time keeping and reliability
- Work as part of a team

Qualities and skills

- Reliability
- Enthusiasm
- A clear and friendly communication style
- Ability to work independently on your own initiative

We are looking for people with some but not all of these skills:

- Maintenance skills for odd repair jobs in the building
- Painting and decorating
- Office skills such as filing or photocopying
- Wrapping presents
- Gardening
- Preparing and serving food
- Talking to people at events