

**Volunteer Job Descriptions**

**Volunteer Receptionist**

**Organisation Name: 20-21 Visual Arts Centre**

**Role Title:**

Reception Volunteer

**Location of position:**

20-21 Visual Arts Centre, Church Square, Scunthorpe.

**Responsible to:**

Joy Buckley, Audience Engagement Officer.

**Purpose/ summary of role:**

Be the first port of call for all visitors, answer the door

and phone, take messages and carry out basic

administrative tasks.

**Description of tasks:**

Welcome visitors and service users

Answer the telephone and redirect calls to appropriate

members of Staff and take messages.

Provide general administration support including

photocopying, collating fact sheets and booklets, filing,

mailings, and helping with publicity and events.

Work co-operatively with all members of staff and

adhere to the values, policies, practices and procedures,

undertaking training as appropriate to develop skills.

**Time Commitment:**

Hours to be agreed with Joy Buckley.

This is expected to be an ongoing role.

**Skills and Qualifications:**

Ability to work on own initiative and without close supervision.

Friendly, welcoming manner.

Good communication skills.

Methodical approach.

Good IT skills including Word, Outlook Express and Excel.

Understanding of issues surrounding confidentiality.

Working in compliance with policies and procedures.

Willingness to undertake any other duties and training as reasonably requested.

**Training and Support:**

You will be given induction training into the various aspects of the work.

Ongoing training and support will be given as required and

you will have opportunities to meet with the staff members and volunteers.

**Reimbursement of expenses:**

Meal allowance of £4.00 will be given for a meal in our Cafe if a period

of more than 4 hours volunteering duty on one day.

**Benefits to volunteer:**

Volunteers will have the opportunity to develop their administration and team working skills and to learn about the way an art venue operates.

**Application Procedure:**

Initial contact and request.

Informal Interview.

Reference.

**Contact Information:**

Joy Buckley

Tel:01724 297072

Email: joy.buckley@northlincs.gov.uk

**Volunteer Gallery Assistant**

**Organisation Name: 20-21 Visual Arts Centre**

**Role Title:**

Gallery Assistant Volunteer

**Location of position:**

20-21 Visual Arts Centre, Church Square, Scunthorpe.

**Responsible to:**

Joy Buckley, Audience Engagement Officer.

**Purpose/ summary of role:**

To assist with the preparation and delivery of craft activities. To assist with the regular workshop sessions and events.

**Description of tasks:**

Welcome visitors and service users to the gallery space.

Assist and prepare/ deliver activities.

Provide general administration support including

photocopying, collating fact sheets and booklets, filing,

mailings, and helping with publicity and events.

Work co-operatively with all members of staff and

adhere to the values, policies, practices and procedures,

undertaking training as appropriate to develop skills.

**Time Commitment:**

Hours to be agreed with Joy Buckley.

This is expected to be an ongoing role.

**Skills and Qualifications:**

Ability to work on own initiative and without close supervision.

Friendly, welcoming manner.

Good communication skills.

Good art and craft skills and understanding.

Methodical approach.

Good IT skills including Word, Outlook Express and Excel.

Understanding of issues surrounding confidentiality.

Working in compliance with policies and procedures.

Willingness to undertake any other duties and training as reasonably requested.

**Training and Support:**

You will be given induction training into the various aspects of the work.

Ongoing training and support will be given as required and

you will have opportunities to meet with the staff members and volunteers.

**Reimbursement of expenses:**

Meal allowance of £4.00 will be given for a meal in our Cafe if a period

of more than 4 hours volunteering duty on one day.

**Benefits to volunteer:**

Volunteers will have the opportunity to develop their art skills, administration and team working skills and to learn about the way an art venue operates.

**Application Procedure:**

Initial contact and request.

Informal Interview.

Reference.

**Contact Information:**

Joy Buckley

Tel:01724 297072

Email: joy.buckley@northlincs.gov.uk

**Volunteer Technician.**

**Organisation Name: 20-21 Visual Arts Centre**

**Role Title:**

Technician Volunteer

**Location of position:**

20-21 Visual Arts Centre, Church Square, Scunthorpe.

**Responsible to:**

Joy Buckley, Audience Engagement Officer.

**Purpose/ summary of role:**

To assist with the manual tasks of setting up the gallery for events and outreach stalls.

**Description of tasks:**

Assist with the moving and setting up of tables, marquees, chairs and other appropriate equipment.

Work co-operatively with all members of staff and

adhere to the values, policies, practices and procedures,

undertaking training as appropriate to develop skills.

**Time Commitment:**

Hours to be agreed with Joy Buckley.

This is expected to be an ongoing role.

**Skills and Qualifications:**

Have an awareness of health and safety issues and manual handling techniques.

Ability to work on own initiative and without close supervision.

Friendly, welcoming manner.

Good communication skills.

Methodical approach.

Understanding of issues surrounding confidentiality.

Working in compliance with policies and procedures.

Willingness to undertake any other duties and training as reasonably requested.

**Training and Support:**

You will be given induction training into the various aspects of the work.

Ongoing training and support will be given as required and

you will have opportunities to meet with the staff members and volunteers.

**Reimbursement of expenses:**

Meal allowance of £4.00 will be given for a meal in our Cafe if a period

of more than 4 hours volunteering duty on one day.

**Benefits to volunteer:**

Volunteers will have the opportunity to develop their technical and practical skills, team working skills and to learn about the way an art venue operates.

**Application Procedure:**

Initial contact and request.

Informal Interview.

Reference.

**Contact Information:**

Joy Buckley

Tel:01724 297072

Email: joy.buckley@northlincs.gov.uk