

Volunteer Role Description:

CommuniTea Activities & Partner Connection Volunteer

Responsible To:	Gary Dickson
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
Time Commitment:	Time commitment depends on school holidays, seasonal events, and weekends, so flexibility would be required.
Role Description:	Auchinleck Community Development Initiative (ACDI) are looking for a volunteer to assist in finding various ways to incorporate local business and organisations into our events.
Main Tasks:	<ul style="list-style-type: none"> • Have a solid knowledge of what is happening at ACDI STEP and what is happening in the community. • Point guests in the right direction when it comes to what we offer. • Research local organisations that could become a partner in our events. • Spread the word of ACDI to local organisations / businesses. • Relay ideas to the events team. <p>Training will be offered for all the above and you will most likely be accompanied by an experienced volunteer.</p>
Required Skills, Qualities & Experience:	<p>Enthusiastic about working with children, or experience in working with children.</p> <p>First Aid certificate and REHIS Food Hygiene certificate advantageous.</p>
Training & Support Available:	<ul style="list-style-type: none"> • Volunteer induction training carried out by the co-ordinator • Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award
Any Other Requirements:	<p>Follow policies and procedures contained in the volunteer handbook.</p> <p>Treat our staff, volunteers, and service users with respect.</p>
Recruitment Process:	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.



Auchinleck Community Development Initiative (ACDI)

The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA

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	As this role involves supervising children, a disclosure check will be carried out.
Date role created:	19 th November 2021 Updated drafted: November 2021

