

Volunteer Role Description:

Community Cinema Event Set-up & Tidy Volunteer

Responsible To:	Stuart Mitchell, Events & Activities Co-ordinator
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
Time Commitment:	Our Community Cinema evenings take place on Fridays once per month September-March.
Role Description:	<p>The Community Cinema is just one of a range of event & activities ran by ACDI.</p> <p>Screenings take place in the Main Hall of The Boswell Centre with the tiered seating, large screen, audio system and familiar snacks all add to the classic cinema experience.</p> <p>The hall requires setting up before the event so it is ready for the audience arriving. The hall will need tidying at the end of the night so it is returned to the way we found it.</p>
Main Tasks:	<ul style="list-style-type: none"> • Set-up the seating • Keep the event space tidy • Take rubbish and recycling out to the bin zone • Clean event area • Put away seating <p>Training in all of the above will be provided by a member of staff or a more experienced volunteer.</p>
Required Skills, Qualities & Experience:	<p>Experience of working/volunteering at events or in a cleaning role would give someone a good foundation for the role, although do not be put off if you don't have experience</p> <p>Ability to carry out tasks using own initiative</p>
Training & Support Available:	<ul style="list-style-type: none"> • Volunteer induction training carried out by the co-ordinator • Training on how to operate seating as well as cleaning equipment • 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



Auchinleck Community Development Initiative (ACDI)

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

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Any Other Requirements:	Follow policies and procedures contained in the volunteer handbook. Treat our staff, volunteers and service users with respect.
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.
Date role created:	22 nd November 2021

