

Volunteer Role Description:

CommuniTea Set-up & Clear-up 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 setting up the hall for our CommuniTea event and also help tidy up after the event is over.
Main Tasks:	<ul style="list-style-type: none"> • Put out tables and chairs before the start of the event. • Have a solid knowledge of what is happening at ACDI STEP and what is happening in the community. • Clear away tables and chairs after the event. • Vacuum and brush the floor after the event. • Pick up discarded rubbish place them in big bags. • Empty bins and take bin bags out to the cage outside. <p>Training will be offered for all of 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:	<p>Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.</p> <p>As this role involves supervising children, a disclosure check will be carried out.</p>



Auchinleck Community Development Initiative (ACDI)

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

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