

Volunteer Role Description

Role Title	Event Support Volunteer
Based at	Various locations in the Reading area
Responsible to:	Fundraising Team
When	Ad Hoc hours on weekends, weekdays and evenings
Time Commitment:	Flexible hours at events to suit your availability
Duration	Ongoing
General Purpose of the Role	To support our Fundraising Team at a wide range of fundraising and awareness raising events such as village fetes, Christmas fairs and store collections
Outline of Tasks	<p>Some of the tasks you may be involved in are:</p> <ul style="list-style-type: none"> • Handing out leaflets • Collections • Selling merchandise and plants • Running tombolas and raffles
Skills and Personal qualities we need you to use.	<ul style="list-style-type: none"> • Reliable • Sociable and enthusiastic • Good communication skills
Training, Support and Supervision you will be given	<ul style="list-style-type: none"> • Full training and support will be provided by the team to help you feel comfortable in the role • Training in relation to Health & Safety and any other training relevant to the tasks
General Duties	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.
Notes:	This is a flexible role which can be done on an ad hoc basis to suit your availability

