

## Volunteering Role Description

<b>Volunteer role:</b> (title)	Events/ Stewards
<b>Volunteer responsibilities:</b>  (What are the main tasks that the volunteer will be required to carry out?)	Assisting with the set up and or close down of events  Some crowd management may be required with assistance from volunteer co coordinators  Reporting any health and safety issues to a volunteer coordinator
<b>Time commitment:</b> (please state the overall time commitment, along with details of days/hours to be covered, if known)	As and when you are able to commit –main events below  <u>Spring -St George's day event</u> -Sunday 22 <sup>nd</sup> April -Town Park Arena  <u>Kite and Flight Festival</u> -Saturday 12 <sup>th</sup> and Sunday 13 <sup>th</sup> May- Town Park Arena  <u>Birthday Concert</u> date TBC Friday – Saturday - Town Park Arena  <u>Carnival</u> -Sunday the 15 <sup>th</sup> July – Telford Town Centre ring road and Arena
<b>Location:</b> (please state where the volunteer will be based)	Telford area
<b>Does this role require a DBS?</b>	No
<b>Skills required:</b> (for example, communication, customer care, good keyboard skills etc.)	Short online training / induction to the role  Customer Care accredit award will be on offer to a number of volunteers who are able to attend 2 events during 2018  H&S knowledge would be beneficial?
<b>Benefits:</b> (for the volunteer – what can they get out of this opportunity?)	Optional training package, out of pocket expenses, T Shirt and a standard reference on request following participation  Meeting new people  Learning new skills  Personal development
<b>Supervision:</b> (who will the volunteer report to? Will they be responsible for any other members of staff, i.e. Team Leader role?)	The volunteers will be supported by the Volunteer Development Office and Events organiser.
<b>Training:</b> (will the volunteer be required to attend any training beforehand? Please provide details)	Short online training / induction to the role  Customer Care accredit award will be on offer to a number of volunteers who are able to attend 2 events during 2018  Basic first aid training for anyone able to commit to an event?)

**Evaluation:** (how will the volunteers experience be monitored and evaluated?)

Volunteers will be supported at 1to1 meetings and by emails.  
Each volunteer will be given a Volunteer handbook.

**Contact:** (who to contact for more information/send application to)

Get.involved@telford.gov.uk