**Join the Volunteer Team - The Rockfield Centre**

**The “ Events team” –**

**Objective** – Establish small group that is able to support programme of events and booked activity.
Your actions will support the small staff team in the delivery of one off events or customer events ensuring The Rockfield Centre continue to deliver an efficient and welcoming space for everyone to enjoy.

**Volunteer role options**

* Set up of rooms – preparation for events/ activities ( agreed in advance)
* Meeting and greet hire or event customers; directing and providing general information to customers
* Support to staff team with box office tickets ( Rockfield Events)
* Support to room hirers – set up of tea/coffee/ bar as required
* Support to ad hoc Rockfield Centre events– arts/ heritage/wellbeing activities
* Room dismantle; cleaning post events

**Time commitment**

* Able to offer 2- 4 hours on an ad hoc basis ( flexible to suit your availability)
* Events may include evening or weekends
* Time commitment agreed in advance of event/ activity

**Skills/Abilities**

* Welcoming personality
* Practical skills - chairs, tables set up
* Creative skills – assist arts/ cultural workshops/ events
* Technical skills – sound / screen set up ( not essential)
* Good communication skills

**What do we offer**

* Welcomed to be part of a friendly team
* Opportunity to make new friends
* Given a person who will act as your team contact
* Opportunity to learn new skills
* Opportunity to keep active and utilise/pass on your skills
* Opportunity to join others at our volunteer “catch ups” for a cuppa

Three simple steps to join the team

Contact Teagan on teagan@therockfieldcentre.org.uk

Meet up with Teagan for informal chat to cover introduction and agree your availability for role

Give contact details to support easier communication to our volunteer teams.