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

**The “ Front House team ” –**

**Objective** – Establish small group that is able to assist the day to day opening of the Centre to support our small staff team ensuring a warm and welcome to our customers.

**Volunteer role**

* Meeting and greeting ; directing and providing room access to customers
* Ensure general cleanliness to Front desk area
* Answering phone/ taking messages
* Support to Café staff – clearing tables during busy periods
* Catering support to room hire – set up tea/ coffee etc

**Time commitment**

* Able to offer 1- 4 hours on a regular basis ( flexible to suit your availability)
* Agreed rota slot

**Skills/Abilities required**

* Welcoming personality
* Practical skills - light cleaning; clearing tables
* Good communication skills

**What do we offer you**

* Opportunity to make new friends
* Person to act as your team contact
* Opportunity to learn new skills or pass on your skills
* Being part of a friendly team
* Adjusting role to suit your skills
* Opportunity to join others at our volunteer “catch ups” for a cuppa Keeping active

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 team.