



## Volunteer Job Role – Administration Assistant May 2019

**Volunteer name:**

**Volunteer working hours/time:**

**Supervisor:** Office Manager/CEO

### Basic Principles

We look forward to working with you at WAC, and hope you get as much from your time with us as we do from you as a volunteer. We really value the work of our volunteers, without whom much of what we do would not be possible.

We hope to be able to help you to get as much as possible from your time here, and if there is anything we can do to make your time more rewarding please do let us know.

Many of our volunteers have gone on to volunteer with other organisations, and some have even used it as a stepping stone to move into paid employment. This might be part-time, full-time, or self employment. The skills these people learn from their time at WAC helps them to make this big move, and we hope to help you increase your skills, confidence and to give you experience of being in a real-life working environment, with other volunteers and paid staff.

### Key Responsibilities

This is a developing role and an opportunity to learn more skills in administration and office organisation. The role includes –

- Organising and checking the sign in register
- Checking the food safety book for daily signatures
- Organising and checking the excess food register.
- Photocopying
- Laminating
- Keeping all flyers up-to-date, both in the building and outside
- Taking laminated advertising material to local shops and projects

- Organising and tidying all advertising material in the training room
- Tidying stationary cupboard
- Filing

### **Remember – we're all here to have FUN!**

There are things we can all do to make our time here at WAC as enjoyable as possible –

- Before each session please join in with the welcoming drinks and socialising
- Welcome new participants
- Eat and socialise together

In general be happy, open and welcoming, to make your time – and that of your fellow volunteers and workers – as enjoyable as possible.

### **Please Also**

To make sure that WAC is as safe and happy a place to work and volunteer as possible, please also –

- Talk to your Supervisor about our First Aid and Fire Safety Procedures
- Take part in a Risk Assessment at the start of your time with WAC
- If you're not sure about anything at all, please ask. We're all here to help!

### **To Contact us**

We are based at

**The Treneere Community Space, Colinsey Road, Penzance TR18 3NZ**

**Telephone:** 01736 369772

**Email:** [info@wholeagaincommunities.co.uk](mailto:info@wholeagaincommunities.co.uk)