

## Volunteer Description

**Title:** Operational/Admin Volunteer

### Volunteer Role Summary

Whether you want to upskill for employability, fancy building up your confidence, or simply want to give back to your community, we are here to help you develop and learn new skills. Volunteering with us means reaching new goals and getting involved in new experiences, where fun and team spirit can become part of your everyday life.

Our team of community volunteers and staff love what they do. No session is the same and no matter which role you choose, we're sure you'll have lots of fun meeting some fantastic people whilst supporting our cause. Whether you've got lots of time to spare or only a little, we have a variety of ways to get involved and help make a difference within your community, pre-arranged expenses will be covered by us, all we ask for is your time.'

An operational/admin volunteer is an excellent way to dip your toe into the world of volunteering. You will assist the CPY group lead in sessions by taking the register, ensuring the collection tin is out, reporting any unusual absences to the group lead, supporting new attendees by acting as a 'friendly face' and helping them to complete their first STAR. Alternatively, you could support the group leader from the comfort of your home and offer admin support by way of phone calls to clients to remind them of upcoming events, this role is accessible and inclusive to all.

Key skills required for the role:

- Be able to work as part of a team.
- Be approachable.
- Be friendly and enthusiastic.
- Have patience.
- Have good communication skills.
- Be reliable and committed to the role.

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