

Events Volunteer

The Events Volunteer will ensure that all visitors are given the information required to make the most out of the event they are attending. The volunteer will provide events assistance for commercial and community events.

Duties

- Helping to prepare for the event, involving preparing craft activities, information and signage, setting up trails, displays and activities.
- Providing a warm, friendly welcome to all visitors, answering any questions and encouraging people to get involved in the events/activities.
- Assisting at events, directing visitors, providing information, running stalls, assisting with activities, ticket, raffling selling and cash handling.
- Overseeing family activities, explain trail sheets, handing out prizes, supervising hands-on art, craft or wildlife/marine activities.
- Getting visitors to feed back on the event by filling in comment cards or questionnaires.
- Helping to clear up after the event, clearing up after craft activities, taking down signage, trails and displays.
- Attending the monthly Event group meeting.
- Becoming familiar with and then following the Swanage Pier Trust Health and Safety Policy, as required.
- All volunteers working with children will be required to undergo a DBS check.

