

## VOLUNTEER ROLE DESCRIPTION

<b>Role Title:</b>	<b>Events Volunteer</b>
<b>Department:</b>	<b>Communications</b>
<b>Location/Facility:</b>	<b>Lee Valley Regional Park</b>
<b>Working with:</b>	<b>Events Team</b>
<b>Time Commitment:</b>	<b>Specific event dates throughout the year</b>

### Purpose

<b>Details of Role</b>	<ul style="list-style-type: none"> <li>Working in a team of volunteers supporting event staff to deliver the event programme across the open spaces throughout the park and occasionally at major sporting events at the Venues</li> <li>Tasks on event days form part of support roles such as helping the Conservation, Youth and Schools or Ranger teams with wildlife activities</li> <li>Representing Lee Valley Regional Park and providing information or answering questions about the park and the event. This can include members of the public, guests and exhibitors</li> <li>Assisting with the set up and break down of event equipment is preferable but not essential</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good people skills</li> <li>Enthusiasm for the park and its event programme</li> <li>Ability to work as part of a team</li> <li>Willingness to interact with a range of visitors including children</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>An opportunity to participate in exciting events which provide varied volunteering roles which will alternate throughout the day</li> <li>Develop skills and confidence in customer service and talking to members of the public</li> <li>An opportunity to meet new people and have fun</li> <li>An opportunity to gain insight into event management</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> <li>The Authority's Health and Safety Policy</li> <li>The Authority's Volunteer Policy</li> <li>Volunteer induction pack rules and regulations</li> </ul> </li> <li>Undertake induction and training and development consistent with your role</li> <li>An event briefing will take place on the morning of the event and all volunteers will be provided with a rota and event briefing sheet</li> <li>Light refreshments will be available throughout the day</li> <li>An Enhanced DBS check will be required for events with the Youth and Schools team</li> </ul>

For further details contact [volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk)