



## Volunteer Role Description

*We believe that Volunteer Role Descriptions are beneficial to both the volunteer and the organisation. We hope this description provides any potential volunteers with a clear understanding of the work that they might undertake.*

**Volunteer Role:** Admin Assistant  
**Based at:** Park Roots, Birkenhead Park  
**Reports to:** Community Projects Officer  
**Number of hours:** Any  
**When required:** Weekdays, 9am-5pm (hours to suit)

### **The Role of the Volunteer will be to:**

- Assist in the day-to-day running of the organisation, such as:
  - Answering the phones and taking messages
  - Taking bookings for the education programme
  - Filing and photocopying
  - Maintaining our website
  - Secretarial work such as writing up minutes of meetings
  - Assist with business administration such as issuing invoices
- Use own initiative
- Have good listening and communication skills and be non-judgmental
- Work well in a team

### **Training and support:**

Park Roots will provide an initial induction and basic child protection training for all volunteers as much of our work involves children and young people. After initial training, specific workshop sessions will be organised to address any specific areas identified by the volunteer and their supervisor.

### **Supervision:**

Once recruited, the volunteer will be offered regular supervision sessions with their named contact. These sessions will enable the organisation to monitor the development of the volunteer, give the volunteer an opportunity to feedback and discuss progress, as well as addressing any other issues.

### **Commitment:**

Volunteers will be able to participate for as few or as many sessions as they wish, although it is hoped that volunteers will wish to participate on an ongoing basis. Park Roots commits to providing a nominated supervisor and supervision sessions.