



VOLUNTEER ROLES for Friends of Birkenhead Park, Birkenhead Park

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

Volunteer Role: Visitor Centre Receptionist **Based at:** Visitor Centre
Reports to: Information ranger, Information assistants and rangers
Number of hours: 2- hour sessions
When required: Weekends, and weekdays from April to October and other dates and times depending upon demand, for major events and school holidays. 10-12noon and 12-2pm.

The Role of the Volunteer will be to:

Assist the visitor centre staff in greeting visitors to the Visitor Centre; provide information about the Park and the local area. Refer messages, comments, compliments and complaints to information staff. Stock up leaflets and check up to date. Inform information staff when stocks are low. Provide assistance with photocopying and laminating, sell cards, gifts, booklets, tickets and other items. On each session the volunteer will report to the information staff and be given the outline of the day and any updates. Have good listening and communication skills and be non-judgmental.

Volunteer Role: Walk leader **Based at:** Visitor Centre
Reports to: Senior ranger and Rangers **Number of hours:** 2 hour sessions
When required: Sundays and Fridays in summer, Mondays and other dates depending upon demand.

The Role of the Volunteer will be to:

Assist the Ranger staff in leading walks for children, young people and families, and adults of all ages such as Health walks-Sundays and Mondays at 11am additional times in other locations; Heritage walks- Sundays afternoons, monthly throughout the year. Evening walks by arrangement and assist with organising information for the walks.

Volunteer Role: Park fitness buddy **Based at:** Visitor Centre
Reports to: Senior ranger and park staff **Number of hours:** 1 hour sessions
When required: Days and times to be mutually agreed depending upon demand.

Buddies meet up with people to help them use the outdoor fitness equipment in Birkenhead Park, Central Park, Liscard, Vale Park, New Brighton, Arrowe Park, and Victoria Park. They may accompany people on a leisurely bike ride around Birkenhead Park or on a health walk. This is an important role to help people in Wirral become more active. Buddies work in pairs with members of public.

The volunteer programme is delivered in partnership with staff of Birkenhead
Park



Volunteer Role: Cycle leader **Based at:** Football changing rooms
Reports to: Green Exercise Co-ordinator **Number of hours:** 2-5 hour sessions
When required: Mondays, Thursdays and other dates depending upon demand.

The Role of the Volunteer will be to:

Assist the Green Exercise Co-ordinator in leading Wheels for All and Health on Wheels sessions for children, young people, families and people of all abilities such as: Health on Wheels – Mondays 10-12 noon; Wheels for All – Thursdays 10-3;., Assist with the organising of information for the cycle sessions. Cycle leaders will provided with either a 2 day Wheels for All training session or 1 day Health on Wheels training session.

Volunteer Role: Education Assistant **Based at:** Visitor Centre
Reports to: Ranger staff **Number of hours:** 2 hour sessions
When required: Term Time, mornings and afternoons

The Role of the Volunteer will be to:

Assist the Ranger staff in delivering activities to visiting school groups. Activities will include: History Tours of the Park (Local History, The Victorians, The Industrial Revolution and the Second World War), History Workshops (Victorian Play), Geography Tours of the Park (Orienteering, Fieldwork and general tours), Science Activities (Mini-beasts, Pond Dipping, Habitats, Ecology tours), Quadrat/Transect Sampling, tree growth. Volunteers need to be able to use own initiative to ensure the safety of the group; to have good listening skills and be non-judgemental.

Volunteer Role: Event and Play Activity Assistant **Based at:** Grand Entrance/Visitor Centre
Reports to: Rangers/Community Projects Manager **Number of hours:** 2 hour sessions
When required: School holiday periods, mornings and afternoons but also special occasions and some evenings.

The Role of the Volunteer will be to:

Assist the Ranger staff in delivering activities to children, young people and families of all ages such as Christmas and other craft events, Mini beast hunts and pond dipping activities, assist with the organising of workshops. Marshalling events e.g. bonfire night, Transport Festival, Race for Life. Fundraising for Friends of Birkenhead Park.

Volunteer Role: Gardening and related activities And Garden supervisor **Based at:** Edward Kemp Community Garden
Reports to: Community Projects Manager **Number of hours:** Any
When required: Wednesday 10.00-12.00 and 1.00 to 3.00 and Friday 10.00-12.30

The Role of the Volunteer will be to:

Assist in the day-to-day running of the Garden, such as: site maintenance; maintaining equipment; keeping an inventory; supporting other user groups. The supervisor will assist in the development and implementation of our Garden. Bring knowledge and experience of growing fruit and vegetables. Assist groups and other individuals in developing their knowledge and experience of gardening. Help with the promotion and selling of goods.

Volunteer Role: Outdoor activities **Based at:** Visitor Centre/Grand Entrance
Reports to: Rangers, grounds maintenance staff and Friends of Birkenhead Park supervisors.
Number of hours: 2 hour sessions
When required: Saturdays, Wednesday mornings 10am-12noon

The Role of the Volunteer will be to:

Assist the Ranger staff in restoration work on Wednesday and Saturday mornings: clearing vegetation, graffiti, Conservation: cutting back vegetation, litter picking; planting, weeding, lake work parties: improving the lakes for fish and wildlife, assist with the organising of tools, follow health and safety instructions. Be prepared to work at your own ability and consider others.

Volunteer Role: Social media **Based at:** Grand Entrance/Visitor Centre
Reports to: Community Projects Manager/Volunteer Manager
Number of hours: Any **When required:** Any day or time

The Role of the Volunteer will be to:

Promote Park Roots and Friends of Birkenhead Park volunteers by maintaining our website and updating activities and events on Social Media sites.

Volunteer Role: Admin Assistant **Based at:** Grand Entrance/Visitor Centre **No current vacancies, waiting list only**

Reports to: Community Projects Manager/Volunteer Manager
Number of hours: Any **When required:** Any day or time

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 education or community activities, filing and photocopying, maintaining our website, secretarial work such as writing up minutes of meetings, assist with business administration such as issuing invoices.

Volunteer Role: Cleaner **Based at:** Grand Entrance South Lodge **No current vacancies, waiting list only**

Reports to: Community Projects Manager **Number of hours:** 1-2 hours per week
When required: Once a week

The Role of the Volunteer will be to:

Clean the Grand entrance and undertake some or all of the tasks on a weekly basis. Tasks include vacuuming, dusting, mopping and emptying bins in the kitchen, toilets and rooms.

Volunteer Role: Cook/Kitchen assistants **Based at:** Grand Entrance South Lodge **No current vacancies, waiting list only**

Reports to: Volunteer Coordinator **Number of hours:** 2-4 per week
When required: Saturdays, Wednesday mornings 11.15am-1.15pm

The Role of the Volunteer will be to:

To put out the sauces, jams, butter etc., prepare and cook the food for approx. 15 volunteers, wash the dishes, clean work surfaces, eating area and mop the kitchen floor.

All Volunteer roles:

Training and support:

Rangers and Friends of Birkenhead Park will provide an initial induction and training for all volunteers. 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. Friends of Birkenhead Park commits to providing a nominated supervisor and supervision sessions.

For more information and an application form please contact:

Friends of Birkenhead Park Volunteers, Birkenhead Park Visitor Centre, Park Drive, Birkenhead CH41 4HY; or email birkenheadpark@wirral.gov.uk or info@fbp.org.uk If you have any questions please feel free to contact us on 0151 652 5197 or 0151 653 5697 or we will do our best to help.