**GCDA Volunteer Role Description**

**Volunteer Role Description**

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| **Role** | Woolwich Front Room (WFR) Assistant  |
| **Purpose** | To support the WFR coordinators with their day to day roles including counter cover and room setup, but could also include social media, website management and/or event management (entirely based on desires of the volunteer) |
| **Responsible to** | Sarah Harper and Valentina Daprile |
| **Commitment** | 11 – 3 Saturdays preferably, but the space is open Tuesday to Saturday 10.30 – 4.30, so any time during this time is also welcome.  |
| **Location** | Woolwich Front Room105 Powis StreetWoolwichSE18 6JB |

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| **Tasks** |
| * To welcome visitors with a friendly, smiling and welcoming demeanour
* To offer cover to the WFR coordinator for them to have lunch and do other activities in the centre
* To support day to day running of the centre
* To help set up rooms as required
* To help with social media scheduling (if volunteer desires)
* To support with updating website (if volunteer desires)
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| **Essential skills required** | Good customer service skills |
|  | Able to use own initiative  |
| **Desirable skills required** | Knowledge of Hoot Suite and social media platforms Knowledge of website updating  |

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| Contact information For more information about the role | woolwichfrontroom@gcda.org.ukOr call 0208 2694894 |