

Volunteer Role Description - First Days Children's Charity

Volunteer Role: Events Assistant

Location: Local community, most likely Wokingham Borough or Reading area

Hours: Various/ad hoc depending on community events calendar. One off or ongoing. An evening or weekend.

Responsible to: Fundraising & Events Manager for day-to-day tasks

Volunteer Manager for general guidance, support and queries

Role overview: To assist the fundraising team in raising money to fund services by promoting, developing and delivering local events

You will be responsible for:

- Assisting at community event/s in a variety of options, such as marshalling, registration, selling maps, throwing paint, or wearing a mascot outfit!
- Managing stalls, setup and take down included
- Taking payments, sell merchandise or run games at events
- Maintaining knowledge of First Days to answer questions
- Acting as a positive representative of First Days
- Event examples include: Colour Run, Easter Hop or Wokingham Winter Carnival

Benefits of the role:

- Ability to interact with people at events and provide a positive first impression of the charity
- Having a flexible or one off role at First Days to connect with local communities
- Working as part of a positive and friendly team at fun events
- Insight and experience in events management

Skills required:

- Friendly, outgoing and approachable manner
- Great verbal communication skills
- Basic knowledge of health & safety at events
- Ability to use your initiative
- Be able to commit to the specific event, own/public transport to events needed

Training and support:

- We will provide you with training and information relevant to the role
- The First Days team members will be available to guide you
- You will receive mandatory Health & Safety training

Special conditions:

- Aged over 18+