

Office Volunteer



Role Description:

You will help us to keep our Office open during advertised office hours (10am – 2pm Monday to Thursday) by:

- answering the phone and dealing with face-to-face enquiries
- managing bookings and room hire
- helping with administrative tasks such as filing and basic accounting

Other areas you could potentially help with include our social media or website and publicity.

- Volunteering would take place at Oaken Grove Community Centre, Monday – Thursday, 10am-2pm, at an agreed time and day to suit you
- Volunteering in this role would enable our office to remain open to the public during advertised hours
- You would be freeing up time for our managers to focus on ensuring that Oaken Grove continues to be a vibrant and inviting place for Haxby & Wigginton residents
- You would enable our managers to take their annual leave, while ensuring that the office stays open to assist the local community and centre users

Skills and qualifications

- Administration skills would be desirable but are not essential as training would be provided
- This role would suit someone who is confident when dealing with members of the public, both face-to-face and on the phone or via email.
- If you are approachable and organised you would be perfect for this volunteering role