

Volunteer Role Description – Events Volunteer

Role Title	Events Volunteer
Location of Position	Various across Thurrock and Brentwood
Responsible to	Fundraising Co-ordinator
Purpose/Summary of Role	We hold and attend a number of events throughout the year. These are often at the weekends and volunteering is on an ad hoc basis. There is no obligation to volunteer at each event. You will be added to our list of Events Volunteers and when we have something coming up we will contact you to see if you would like to get involved.
Description of Tasks	Duties will vary depending on the event but likely to include tasks such as: • Marshalling (participants and/or visitors) • Man information/fundraising stalls • Meet and Greet • Registration • Set up / Close Down event • Selling raffle tickets • Serve refreshments
Time Commitment	1/2 day to 1 day on an ad hoc basis
Skills & Qualifications	No skills required. Just the ability to welcome people with a friendly face and a can-do attitude. Volunteers must be aged 18+.
Training & Support	There will be a health and safety induction prior to each event.

Reimbursement of Expenses	Local expenses only and will be agreed beforehand.
Benefits to Volunteer	• The 'feel-good factor' that comes from giving your time to a local charity • Meeting new people • Learning to work as part of team
Volunteer Manager Contact Information	Volunteer Manager 152 Bridge Road Grays RM17 6DB 01375391411 volunteers@tbmind.org.uk



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