

# Volunteer Role Description

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*Role title:*

Events Assistant

*Principal function:*

To assist with the organisation and delivery of Port Sunlight Museum events

*Duties:*

- To provide a high standard of visitor welcome to events
- To answer visitor questions and enquiries at events
- Ensure health & safety of attendees at events
- To assist with road closures (if applicable)
- To assist the event manager and report any issues to them
- Happy to use a radio at events (with appropriate training)

This list is only a guide to the types of duties that may be required.

*Reporting to:*

Events Co-ordinator.

*Location:*

Collections Study Centre, Greendale Road – Events will be at venues in Port Sunlight and in outdoor spaces

*Hours:*

By arrangement

*Dress Code:*

For events, it will vary according to the event, for evening/formal events smart attire is required, for stewarding/outdoor events smart/comfortable clothing which is suitable for the weather should be worn. A volunteer badge must be visible at all times.

*Training:*

Induction training

- Welcome pack
- Induction checklist

Job specific training:

- All operational procedures

*Personal qualities required:*

- Smart appearance
- Enjoy working in a team environment
- Enjoy working with the public
- Possess or would like to develop strong customer care skills
- Strong communication
- An interest in Port Sunlight