

VOLUNTEER CO-ORDINATOR(S) NEEDED

The current volunteer co-ordinator at the cinema is seeking one or two people to train in this role. It may be carried out by an individual or as a “job share”, to which there are many advantages. We are looking for a well-organised person who has both interpersonal and administrative skills. We would be very pleased to have an informal discussion with anyone interested in applying for the position.

The role includes all aspects of managing our team of around 80 volunteers – liaising, interviewing, training, monitoring, attending meetings, answering queries, keeping computerised records up-to-date and compiling the monthly volunteer schedule.

ROLE DESCRIPTION

The main tasks are:

- understanding the detail of the 3 main roles – steward, box office and arts bar
- compilation and maintenance of up-to-date records, guidelines and other documents
- interviewing and training new volunteers, as well as helping to organise regular training sessions for all established volunteers
- responding to queries from volunteers, patrons and colleagues
- attending monthly committee meetings and occasional other meetings
- compiling the monthly schedule (arts bar, stewards, box office) for about 80 volunteers

The hours are spread over the week rather than concentrated in one day, and vary considerably from week to week.

Ideally, you would be well-organised, able to use your initiative, understand confidentiality, have an eye for detail, be good with people, but also have good admin skills, have enough time available, live locally (so as get to the cinema easily) and have good computer skills.

Applications close on Friday 20 March 2020.

For more information or to register your interest, use our website contact form - please browse to <http://www.davidleancinema.org.uk/contact-us-here/> and use “Volunteer Coordinator” in the Subject Line.