

VOLUNTEER ROLE DESCRIPTION

Volunteer Role Title:	Events Volunteer
Reports to:	Fundraising and Comms Teams
Availability:	<ul style="list-style-type: none"> • Variety of different events throughout the year, mostly over the summer months and leading up to Christmas • Events may take place any day of the week including weekends, volunteer can pick most suitable • Our stall will be at various community events, CSW own events as well as at some supermarkets • Ideally a volunteer to commit to 2 hours or more at the event (most events last 6 hours)
Purpose of the Role:	To assist Carer Support Wiltshire (CSW) in their awareness and fundraising activities whilst promoting CSW activities and services to the public whilst having a bit of FUN! (Events may vary slightly)
Main tasks:	<ul style="list-style-type: none"> • Greeting people and talking about CSW activities, referring them to our leaflets and flyers • Collecting donations • Assisting in other stall activities – such as selling donated products and merchandise, hosting traditional summer games and small fundraising competitions like ‘Guess the number of sweets in the jar, tombola etc. • Assisting set up and clear down of the stall if applicable.
Training:	<ul style="list-style-type: none"> • All event activities will be pre-organized by CSW Team prior to the event. • CSW Team will provide a ‘How To Guide’ for all volunteers outlining the use of the Sum Up Card reader and how to accept payments, information on CSW, what we are and what we do as well as specifics for any games chosen for the event. • CSW Team will be on hand for demonstrations and direct assistance.
Skills and qualities:	<ul style="list-style-type: none"> • Sociable, chatty people who are comfortable engaging with the public are best suited for this type of volunteer role • Confidence handling money and making sales desirable but not essential
For more information:	<p>Contact: Ruth – Community Fundraising Officer Email: fundraising@carersupportwiltshire.co.uk</p>

Due to the nature of this role volunteers will be required to complete DBS form and provide referees.