



# JOIN THE TEAM

## Volunteer

## Events Assistant

The Hub from Greener and Cleaner is looking for volunteers to help at our regular events. We are especially interested in anyone with skills in:

### Customer facing roles

Event planning

Fundraising

### TASKS MAY INCLUDE

**Helping set up and clear up:** put out chairs, tables, any refreshments, setting out things needed for a workshop such as fabrics or art supplies etc. and clearing up at the end.

**Helping the event leader:** getting any visitor forms ready such as consent or feedback forms, any basic admin, taking photos, getting ipads ready (training provided) and any other help needed for the event.

**Helping event visitors:** Reminding and helping visitors to complete forms, serving them drinks, sharing ideas, and any other general help needed.

**Helping Greener and Cleaner:** help to encourage attendees to leave a donation, attend other events, sign up to any current fundraising schemes, or become a volunteer.

### SKILLS/EXPERIENCE REQUIRED

Enjoys working as part of a team (essential).

Some experience with social media (not essential).

Comfortable working in a customer facing role in a diverse community (essential).

### ROLE REQUIREMENTS

Willing to support the event buddies team at least once every month.

Join the team here:  
[Volunteer Application Form](#)

Or e-mail  
[jobs@greenerandcleaner.co.uk](mailto:jobs@greenerandcleaner.co.uk)  
for more information

