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VOLUNTEER ROLE DESCRIPTION

Job Title

Admin Volunteer

Purpose

Volunteer will answer to Nature Vibezzz staff and they assist them in their role of running community project activities.

Responsible to

Douglas Saucedo Anez or John Cannell

Tasks/ Responsibilities:

- Help with admin of Nature Vibezzz organisation & community projects.
- Filing activity attendance sheets, updating mailing list, research.
- Social media PR (Twitter, Facebook, etc), flyering & taking posters to community centres, libraries, etc.
- General help with paperwork.

The role may include some management responsibilities.

Requirements:

The volunteer shall need to be put through a DBS check as they might get in contact with vulnerable adults and children as part of the job.

Volunteer shall need to complete appropriate paperwork to be under Nature Vibezzz insurance.

Benefits:

The volunteer will have the opportunity to take part in training either through Nature Vibezzz or free training provided by other organisations.

The volunteer will have the opportunity to take part in Nature Vibezzz project events.

The volunteer will receive travel expenses while volunteering on Nature Vibezzz projects when funding is available.

Nature Vibezzz provides references for all volunteers.

Nature Vibezzz

Registered as a company limited by guarantee in England and Wales with number 9630457
Registered office address: Ground Floor, 2, Woodberry Grove, London, N12 0DR, United Kingdom.



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