

VOLUNTEER ROLE SUMMARY

Volunteer Role: Holiday Programme Assistant

Department / Section: Learning

Responsible to: Heritage Learning Development Officers

Purpose of the role (summary):

To assist staff with the summer/holiday activity programme

Hours

One week during August at Salford Museum and Art Gallery.

Tuesday – Thursday 9:15 – 3:30 each day with half an hour for lunch.

- Week 1: 7th – 10th
- Week 2: 14th – 17th
- Week 3: 21st – 24th
- Week 4: 28th – 31st

Please indicate which week or weeks you are available for when you apply.

The key tasks to be undertaken will include the following:

- Assisting staff with the delivery children's and family friendly activities.
- Helping to prepare appropriate resources.
- Assisting with evaluations of events and activities.
- Helping to promote future events.
- Meeting and greeting visitors.

Core skills (minimum requirements):

- Experience of working with children and/or ability to work with children.
- Ability to interact with the public.
- Ability to handle museum objects safely and appropriately (training will be given)
- Willingness to wear historical costume.
- Enthusiasm for arts and crafts, and the ability to assist others with art and craft activities.

Level of supervision required:

- Minimal. The volunteer would not be left in overall charge of a practical workshop or craft activity and, if running a handling table would be provided with a radio and have the ability to contact staff at all times.

We provide support with / training in:

- Orientation and induction (including general housekeeping, procedures and policies).
- Health & safety (including emergency evacuation, lifting and manual handling).
- Basic customer care and visitor engagement training (meet and greet).
- Handling museum objects.
- Safe working practices (including policy and procedure training).
- Opportunities to learn appropriate crafts: felt making, spinning etc.

Completed by: Amy Whitehead