

## Volunteer Role Profile

<b>Role Title:</b>	<b>Volunteer helper for quiet days and retreats</b>
<b>Responsible to:</b>	Steven Underdown
<b>Role Purpose:</b>	To provide help for quiet days and retreats and other events
<b>Hours:</b>	Half day or full day
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Welcome people who are attending the event</li> <li>• Serve refreshments</li> <li>• Guide people around Burrswood</li> <li>• Be available as a 'listening ear' – not counselling</li> <li>• Helping the facilitator when needed</li> </ul>
<b>Skills and Qualities Required:</b>	<ul style="list-style-type: none"> <li>• A cheerful, helpful, positive attitude</li> <li>• Good customer service skills</li> <li>• Good listener</li> <li>• Respects peoples need for quiet and space during the retreat</li> <li>• Enjoys the atmosphere of events such as quiet days and retreats</li> </ul>
<p>We ask you</p> <ul style="list-style-type: none"> <li>• To give reasonable notice when possible if you are not able to come in.</li> <li>• To read the Volunteer Guidelines and follow all procedures given within it</li> <li>• To work within the required Health and Safety Guidelines</li> <li>• To attend relevant training</li> <li>• To advise your manager of any difficulties concerning your volunteering</li> </ul>	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role profile is not intended to create any contractual relationship and the arrangement may be ended at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.</p>	