



Shakespeare Birthplace Trust Volunteer Role Description

Shakespeare Centre - Heritage Education

Role Title: Volunteer Education Assistant

Reports to: Nicola Hawley, Children's and Families' Education Officer

Purpose of role: To support the Heritage Education team by assisting with clerical and administrative tasks.

Responsibilities:

Assisting with clerical and practical tasks:

- Overseeing educational supplies cupboard.
- Organising, distributing and collecting loans from the cupboard to the historic houses.
- Photocopying, laminating and preparing resources.
- Undertaking small research projects and assisting with development resources if appropriate.

Setting up and maintaining learning settings in the Houses:

- Creating and assembling visual displays.
- Setting out, tidying and maintaining stationery and equipment being used.
- Restocking supplies as/when necessary.

Requirements / skills:

- Ability to work unsupervised and use initiative.
- A friendly personality.
- An interest in/knowledge of Shakespeare, his works and the times he lived in.
- Good team worker.
- A reasonable level of fitness is required as some work will require walking between the town houses.
- Ability to ensure health and safety guidelines are followed and to be responsible for your own personal health and safety.

Commitment:

- A regular commitment to volunteering a full or half day per week would be ideal.
- It would be ideal if volunteers were able to give additional support during Shakespeare Week (14th-20th March 2016).

Length of project or placement:

- Ongoing

Administration points:

- Volunteers to wear own smart clothing
- Volunteer badges will be provided
- Smoking is not allowed on site
- Food and drink is not allowed on site

Authorised by: Nicola Hawley
Title: Children's and Families' Education Officer
Date: 29 May 2015