



Shakespeare Birthplace Trust Volunteer Role Description

Shakespeare Houses - Heritage Education

Role Title: Volunteer Family Activities Helper

Reports to: Nicola Hawley, Heritage Education Officer

Purpose of role: To support the Heritage Education Team in delivering creative, hands-on activities for children and families.

Responsibilities:

- Welcoming families taking part in activities.
- Assisting the Heritage Education Team to facilitate activities such as crafts, puzzles and trails with children.
- Setting out, tidying and maintaining stationery and equipment being used.
- Restocking supplies as/when necessary.

Requirements / skills:

- A friendly personality.
- Experience of or an interest in working with children.
- A good rapport with children of all ages.
- An interest in or brief knowledge of Shakespeare, his life, works and times.
- Good team worker.
- Able to talk confidently to both individuals & family groups.
- 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 between 4 - 16 hours a month would be ideal. Days and times will vary slightly due to school holiday periods and the opening times of the Family Activity Marquee.

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.
- This role required a Disclosure and Barring Service check.

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