**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 holiday activity programme

**Hours**

One week during school holidays at Salford Museum and Art Gallery or Ordsall Hall.

On the days each venue is open from 9:15 – 3:30 each day with half an hour for lunch.

Please indicate which holiday you are interested in volunteering on 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