**Walkley Community Centre**

7a Fir Street, Walkley

Sheffield, S6 3TG

Tel: 0114 251 7171

www.walkleycommunitycentre.org

volunteering@firstreet.org.uk

Registered Charity No. 1136976

**VOLUNTEERING OPPORTUNITIES**

**JUNE 2019**

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| **ROLE** | **BRIEF DESCRIPTION** | **AVAILABLE SHIFT TIMES** |
| Open & close building for one-off hirers | To enable hirers to access the centre and to provide them with good customer service on day of hire. | SaturdaySunday or during week in school holidays |
| Help run evening bar | To provide an extra pair of hands with running evening events at and/or for Walkley Community Centre, in particular staffing bar at adult parties.  | Friday eveningSaturday eveningSunday evening |
| Gardening | To help keep the garden area around the car park neat and tidy including weeding, digging, pruning and clearing. | As and when  |
| Becoming a Trustee | To take legal responsibility for the Charity and Company limited by Guarantee. Develop and oversee organisation policies and their reviews. | Attend monthly Trustee meetings and be available via email |
| One-off Events volunteer | To help organise and run one-off events run by Walkley Community Centre eg Christmas Fair and Film showings. | As and when |
| Photographer | To take photos of the community centre inside and out to be used for publicity purposes on website, leaflet and social media etc. | As and when |
| Graphic Design | To help design publicity materials for Walkley Community Centre and for one-off events. | As and when |