

Community Hub Volunteer Role Description

We are looking for friendly and reliable volunteers to support the day-to-day running of our community hub. This role is ideal for someone who enjoys working with people and wants to make a positive difference in their local community.

Key Responsibilities:

- Set up the space before sessions, including putting out tables and chairs
- Prepare and serve refreshments such as tea and coffee
- Welcome and greet attendees in a warm and approachable manner
- Help create a friendly, inclusive, and safe environment for all visitors
- Assist with tidying up and packing away at the end of sessions

Skills & Qualities:

- Good communication and interpersonal skills
- A positive, can-do attitude
- Reliability and punctuality
- Ability to work as part of a team
- Willingness to help with practical tasks

Time Commitment:

Mondays, 9:00am – 1:00pm excluding bank holidays. This could be flexible, please contact Gemma Aylen to discuss.

What You'll Gain:

- Experience working in a community-focused environment
- Opportunities to meet new people and build connections
- The chance to make a meaningful contribution to your local area

Support & Training:

- DBS check and safeguarding training will be provided
- Optional first aid training
- Ongoing guidance and support from Hub Coordinator

This is a rewarding role for anyone who enjoys helping others and being part of a welcoming community space.