## Role Description: Volunteer – Meet & Greet Host

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| **Company** | Berkshire Youth | | Department | Waterside |
| **Title** | Volunteer Meet & Greet Host | | **Location** | Waterside Centre, Newbury |
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| **Role Purpose** | | | | |
| We are looking for warm & friendly individuals to join us at Waterside Centre for the position of Volunteer Meet & Greet Host.  This role is focused on welcoming visitors to Waterside Centre, helping hirers to sign in, arranging room requirements for hirers and being the first point of call for questions about the Centre, the activities and general info about all that we have on offer to the community.  This is a flexible role and suitable for anyone with any capacity to volunteer within Waterside Centre’s opening hours between 8.30am-9pm.  There is also possibility to create further developments for this role around an individual’s interests and capacity. | | | | |
| **Main Duties** | | | | |
| * Welcome visitors & hirers to Waterside Centre | | | | |
| * Unlock/Lock rooms around hirer requirements & helping prepare for booking requirements | | | | |
| * Completing Health & Safety checklists in order to make sure the building is ready for community use | | | | |
| * Promote and maintain a positive image of Berkshire Youth & Waterside Centre | | | | |
| * Work within guidelines of Berkshire Youth policies and procedures | | | | |
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| **Person Specification** | | | | |
| * Warm, friendly and approachable | | | | |
| * Ability to provide a positive & professional role model for children, young people and community | | | | |
| * Good communication skills | | | | |
| * Ability to work using own initiative to complete tasks | | | | |
| * Ability to work effectively as part of a team | | | | |
| * Enthusiasm and a “can-do” attitude to all aspects of work | | | | |
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This post is subject to a References and probation period. A DBS may also be required.

Training will be provided.