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# **Volunteer Opportunities at Waterside Centre**

## **Front of House Support**

**Overview**: We are looking for warm and friendly volunteers to welcome our visitors to Waterside Centre.  
**Hours/days:** Tuesdays – Saturdays, any time between the hours of 9am – 5pm  
**Commitment:** Minimum of 1 hr per week, no maximum!   
**Where:** Waterside Centre, Newbury  
**Overview of responsibilities:**

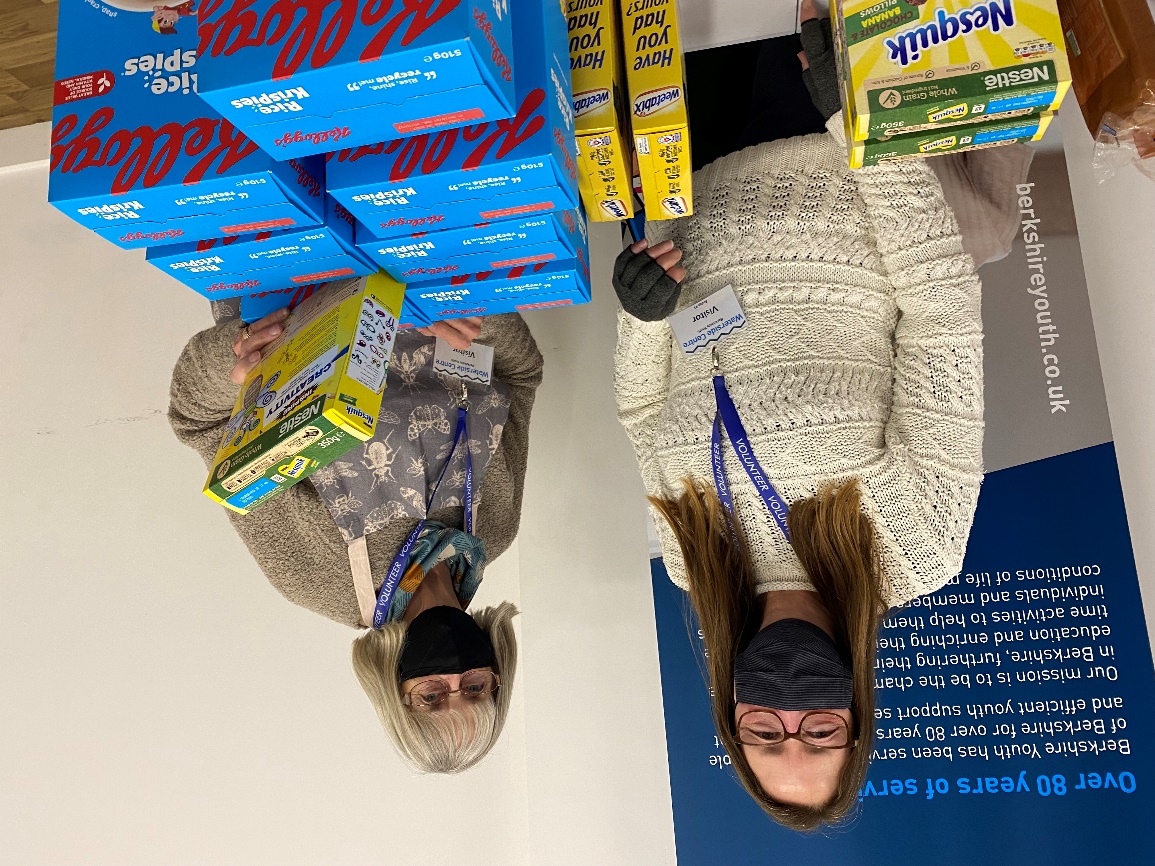
* Greet our visitors as they come in and welcome them to Waterside Centre
* Offer an introduction to visitors when requested and/or appropriate to do so, including background information relating to the Waterside Centre (and its facilities and activities)
* Help with administrative tasks, such as answering the phone, handing out leaflets/guides, building checks and basic reception duties
* Answer questions or queries from visitors, such as directions, opening times etc and direct more complex questions to a member of staff, if necessary
* Supervise visitors in relation to health and safety and the rules of Waterside Centre. Raising minor issues with visitors directly and referring any escalating problems to a member of staff
* Assisting in the case of an emergency, such as a fire, and following the necessary procedures



## **Community Larder Support** **Overview**: We are looking for volunteers to directly support the Waterside Community Larder, which empowers people in need with food and advice in a place where members feel they belong. **Hours/days:** Tuesdays between the hours of 10am – 4pm **Commitment:** Minimum of 1 hr per week, no maximum! **Where:** Waterside Centre, Newbury **Overview of responsibilities:**

## Set up hall for food distribution

* Logging members on CRM
* Setting up new members on CRM
* Ensuring Health and Safety of volunteers
* Ensuring equitable distribution of food
* Connecting members with partner services
* Encouraging engagement from partner services
* Welcoming families and individuals to the Larder
* Support the raising of Community Larder profile
* Encourage new members to join
* Work within guidelines of Berkshire Youth policies and procedures
* Effectively complete monitoring and compliance paperwork



**Youth Activity Support**

**Overview**: We are looking for motivated individuals to support the youth work team delivering Youth Activities for Waterside Centre.  
**Hours/days:** Mondays – Friday, any time between the hours of 9am – 7pm **Commitment:** Minimum of 1 hr per week, no maximum!   
**Where:** Waterside Centre, Newbury  
**Overview of responsibilities:**

* Greeting and registering participants as they arrive and leave the centre for their activities
* Supporting Youth Workers in delivering activities to participants, e.g. climbing, paddle, sports and arts and crafts
* Support the youth work team providing day to day support and advice to young people accessing Waterside Centre
* Actively engage and encourage young people’s participation in activities at Waterside Centre and in their community
* Setting up/packing down equipment, following procedure for Health and Safety
* Work within guidelines of Berkshire Youth policies and procedures



**Waterside Centre, Waldegrave Place, Northbrook St, Newbury, RG14 1DS**

**T 01635 018500**

**E** [**waterside@berkshireyouth.co.uk**](mailto:waterside@berkshireyouth.co.uk)