

Facilities Support Volunteer Work and Life Skills Centre



Activity Description

To support the team in the day-to-day running of the Work and Life Skills building. Launchpad staff will be on site throughout the day and any queries or questions can be raised with them.

Specific Tasks

Tasks, but not limited to:

- Setting up the service by following a checklist so that the service is ready to greet those who attend the centre.
- Closing the service by following a checklist so that the service is clean, tidy and secure by the end of the day.
- Stock checking and compiling a list of items needed for staff to order.
- Ensuring that people attending are signing in and out.
- Show visitors around the centre.

Skills Required for the Role

- Personable; having the ability to talk to people with varied needs.
- Lived Experience welcome.
- Good team work ethic.
- Ability to remain calm under pressure.

Benefits to the Volunteer

- Gaining practical experience while working in the charity sector
- Reimbursed travel and lunch expenses
- Relevant training courses
- Helping to make a difference to others

Support / Training Provided

- Volunteer Induction Plan (V.I.P)
- Support with lead member of staff and other volunteers

Time Commitment

- Morning: 09:00 to 10:30
- Afternoons: 15:30 to 17:00
- Days needed: Monday to Friday

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Registration Process for Volunteers

- Informal Interview / Shadow Session
- Registration Form & References - Volunteer Project Team
- DBS check is not required for this role

You will be asked to read and adhere to Launchpad policies that are in place to ensure the safety of you, staff and our clients.

Read more about Launchpad's work www.launchpadreading.org.uk/about-us/