

# Volunteer role description

## Events and School Workshops volunteer

### What is an Events and School Workshops Volunteer?

Event and School Workshops volunteers help Folkestone Museum deliver a high-quality events and activities programme for everyone in our community.

Volunteers work alongside members of the Folkestone Museum team, and external facilitators, delivering a wide range of important roles including:

- Helping create activities
- Setting up the museum and resources on the day
- Welcoming visitors to events and answering questions
- Delivering activities, including artefact investigation and art and craft
- Taking photographs and film of visitor engagement
- Completing simple evaluation
- Tidying up

### What's in it for you?

- Becoming part of a friendly and dedicated team
- Meeting people from all walks of life and making new friends
- Satisfaction in helping preserve Folkestone's heritage
- Passing on your knowledge to other people
- Developing work-related learning skills in event planning and delivery and public engagement
- Learning about Folkestone history and sharing it with our visitors

### What's involved?

- Gaining visitor welcome and presentation skills
- Creating exciting content, pitched at the right level for your audience
- Working with diverse audiences, including children, adult and special needs groups
- Being inspired by objects and stories in the museum collection
- Helping out at museum events

### This role will suit people who

- Are outgoing and confident
- Enjoy meeting new people
- Have an interest in history and heritage
- Work well in a team

- Are creative
- Are good at explaining things

## **EXTRA INFORMATION**

### **Your place of work**

Folkestone Museum and local community settings

### **Time commitment**

We appreciate any time you are able to give and this role allows for some flexibility. We ask that people volunteer for two sessions a month although this can vary if required.

### **Volunteer Manager**

This role will be managed by the Curator of Folkestone Museum.

### **Staff contact**

As above.

### **Training/Resources**

- Folkestone Museum induction
- Health and safety induction
- Role specific training

### **Expenses**

Out-of-pocket travel costs between home and volunteering place will be paid up to a maximum of £5.50 per day, and other reasonable expenses agreed in advance.

### **DBS check**

A DBS check is required for this role.