

VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE: Youth camp / Summer Festival Administrator

TEAM: Youth Team

RESPONSIBLE TO: Alice Hampson

NUMBER OF HOURS: 4-6 hours per week (Seasonal)

JOB PURPOSE:

To administrate KingsGate youth camp and youth trips/ festivals, ensuring and maintaining efficient communication with all involved.

KEY ACTIVIES

- 1) Ensure good internal and external communication with young people, team members, parents and partners, preparing and sending letters/ emails and all correspondence as required.
- 2) Ensure the effective processing of all booking forms and payments
- 3) Create programmes, information packs, and spreadsheets, maintaining information, supplying reports and keeping all records up to date
- 4) Book activities, transport, equipment hire etc, liaising with external parties as necessary

ADDITIONAL INFORMATION

Preferably to be carried out within normal working hours at KingsGate but some aspects could be carried out remotely outside of normal working hours.

