



Volunteer Opportunities

Voluntary Role:	Reception Duties
Location:	Riversdale
Hours Required:	2 mornings or afternoons each week
Role description:	<ul style="list-style-type: none">• Taking and directing calls.• Cleaning, organising, and maintaining the reception area• Keeping basic office supplies like pens stocked and accessible to visitors.• Signing in visitors.• Setting up meeting facilities when required.• Greeting visitors to the facility warmly.• Answering questions about products or services offered at the charity.• Answering questions about office hours and who is in the building at any given time.• Representing the charity with a positive attitude and professional appearance

Voluntary Role:	Reception Duties
Location:	Abbey Neighbourhood Centre
Hours Required:	2 mornings or Afternoons each week
Role Description:	<ul style="list-style-type: none"> • Taking and directing calls. • Cleaning, organising, and maintaining the reception area • Keeping basic office supplies like pens stocked and accessible to visitors. • Signing in visitors. • Setting up meeting facilities when required. • Greeting visitors to the facility warmly. • Answering questions about products or services offered at the charity. • Answering questions about office hours and who is in the building at any given time. • Representing the charity with a positive attitude and professional appearance

Voluntary Role:	Gardening Duties - Herb Garden
Location:	Riversdale
Hours Required:	Approximately 4 hours per week
<p>Role Description:</p> <p style="text-align: center;">*New project*</p>	<ul style="list-style-type: none"> • Plant, grow, and care for our planned herb garden. • Properly discard grass clippings, leaves, and other gardening debris. • Coach, guide, and mentor other gardeners so they can expand their skill set. • Keep up to date on current gardening and pest-control techniques. • Collaborate with colleagues and leadership to execute the best garden design and maintenance. • Recommend plant and landscape design ideas based on sunlight, soil condition, and watering needs. • Ensure gardening and maintenance work adhere to the proper health and safety regulations.

Voluntary Role:	Rickshaw Rider x 2
Location:	Riversdale
Hours Required:	2 hours each week
Role Description:	Please see separate role description

Voluntary Role:	Rickshaw Companion x 2
Location:	Riversdale
Hours Required:	2 hours each week
Role Description:	<ul style="list-style-type: none"> To accompany local residents on the Rickshaw who may like a chat.

Voluntary Role:	Community Fridge Co-ordinator
Location:	Abbey Neighbourhood Centre
Hours Required:	3 hours each week
Role Description:	<ul style="list-style-type: none"> To collect donations from a local supermarket. Maintaining regular communication with volunteers, devising monthly rotas. Managing the inventory of donated food items.

Voluntary Role:	Gardener/Grounds Person
Location:	Abbey Neighbourhood Centre
Hours Required:	3 hours each week
Role Description:	<ul style="list-style-type: none"> • To look after the grounds that surround the Abbey Centre. • Weeding and collecting litter. • To look after the planters to the front of the building.

Voluntary Role:	Serving teas & coffees
Location:	Riversdale
Hours Required:	2 hours each week
Role Description:	<ul style="list-style-type: none"> • To welcome visitors to the Centre and chat. • To serve refreshments during our coffee mornings. (Mondays)

Voluntary Role:	Catering Assistant
Location:	Riversdale
Hours Required:	2 Mornings each week
Role Description:	<ul style="list-style-type: none"> • To support with food preparation for Mama D's customers. • To take orders from Café customers and process transactions correctly. • To serve food to customers. • To ensure the working environment is clean and safe, complying with Health and Safety and Food Hygiene legislation. • Undertake porter duties such as cleaning, using the dishwasher, clearing tables and re-setting them.

Voluntary Role:	Event Planning x 2
Location:	Riversdale and Abbey Neighbourhood Centre
Hours Required:	3 hours each week.
Role Description:	<ul style="list-style-type: none"> • To assist with the planning of community events in collaboration with the Community Development Officer. • To contribute ideas to the charities event calendar. • To support with event publicity and communications.



Voluntary Role:	Community Meal support x 2
Location:	Riversdale
Hours Required:	3 hours each week.
Role Description:	<ul style="list-style-type: none">• To support with the delivery of a weekly community meal (Mondays)• To welcome and chat with customers.• To assist with the service of food.• To help clear away and re-set tables.
New Project	