

VOLUNTEER CENTRE ATTENDANT

KEY RESPONSIBILITIES

This opportunity will support our team in the day-to-day running of the centre, while learning valuable transferable skills.

As a Volunteer Centre Attendant you will be involved in:

- Assisting in the daily operations of The Lenton Centre, including maintaining cleanliness and tidiness.
- Providing excellent customer service by greeting and assisting visitors, answering inquiries, and ensuring their needs are met.
- Supporting the coordination and setup of leisure activities and programs, such as sports events, fitness classes, and community gatherings.
- Assisting with the registration and check-in process for visitors.
- Helping to maintain the inventory of supplies and equipment, restocking as needed.
- Working with other volunteers and staff members to create a positive and inclusive environment for all visitors.
- Reporting any issues or concerns to the appropriate personnel for resolution.
- Adhering to all safety guidelines and regulations to ensure the well-being of visitors and staff.

SKILLS AND EXPERIENCE

You do not need specific skills and experience as training will be provided, but the following will be useful:

- Strong interpersonal skills and the ability to communicate effectively with individuals from diverse backgrounds.
- Customer service-oriented with a friendly and approachable manner.
- Reliable and punctual, with the ability to commit to a regular volunteering schedule.
- Ability to work well both independently and as part of a team.
- Physical fitness and stamina to perform tasks such as cleaning and setup.

WHAT WILL YOU GAIN FROM THIS OPPORTUNITY?

- Valuable experience in a customer service and leisure centre environment, enhancing your communication and problem-solving skills.
- The opportunity to contribute to your community by creating a welcoming and enjoyable space for visitors.
- Personal satisfaction from making a positive impact and helping others lead active and healthy lifestyles.
- Being part of a friendly and diverse team.

YOUNG PEOPLE AND THIS ROLE

We are proud of having a diverse volunteer base made up of people from different backgrounds and ages. The minimum age for this role is 14 years old. A risk assessment, parental consent and safeguarding considerations will be required for those aged 14 – 17.

LEARNING OPPORTUNITIES

We will provide you with ongoing support and training throughout your volunteering, including:

- Full induction
- Health and Safety
- Safeguarding
- Data Protection and compliance.