

Volunteer Role Description

Role title:	Volunteer as a Administration Assistant
Where:	Lewisham/Lambeth
When:	
Commitment:	Minimum 5 hours per week
Requirements:	<ul style="list-style-type: none"> • Enjoy working in a team • Provide reception duties and support • Position yourself as a first point of contact for learners • To prepare materials in advance • To provide front line administrative support to the Training & Employment Support Team • To collate and validate client files, assisting lead officers to complete client records. • To assist the Centre Administration in respect of photocopying, postage, laminating, shredding, pre-meeting document collation and distribution. • To maintain manual filing systems • Volunteer at least 5 hours per week
What's in it for you:	<ul style="list-style-type: none"> • Develop priorities • Learn new skills • Develop personal growth • To be productive • Improve your communication skills • Meet new people • Gain experience for your CV • Help the community • Develop career opportunities • Increase confidence
You need to be:	<ul style="list-style-type: none"> • Patient and Fair • Open minded • Learners may come from various cultural backgrounds and face different learning challenges. You will need to be at ease whether supervising an entire class or working one-on-one with students • You will also need to be comfortable following MISDC staff directions and working independently
Why we want you:	We require a volunteer to provide support in the classroom
Notes:	Induction will be provided Appropriate training will be provided Travel and/or lunch expenses will be reimbursed where necessary
Main point of contact/supervisor:	Bola Sobowale

