

Whirinaki Volunteer Position Description:

General skills needed for all volunteer roles:

- Interpersonal communication skills listening and speaking, asking questions and checking understanding (at a level relevant to the role).
- Knowledge (or able to learn/transfer similar skills) about the content for the role and tasks (for example, knowledge of the collection, art form, venue, systems, safety procedures, exits etc.).
- Able to follow the processes, guidelines and rules of the organisation.
- Know when to ask for support.
- Operate honestly and ethically.
- Work in a team.

(Please note this Position Description excludes the Volunteer Board Roles which are recruited and appointed by Upper Hutt City Council)

Role	Tasks	Skills, knowledge and attributes specific to tasks
Theatre Usher	Welcoming and greeting visitors Providing information and directions Showing people to seats Providing safety information and direction Assist with Evacuation procedures Assist with re-refreshing the seating area post show	Warm, friendly, polite, pleasant Clearly spoken Well organised Calm manner (in emergencies or crowds) Physical ability relevant to the task, (able to help evacuate and manage stairs easily) Knowledge and experience with different cultures Knowledge about emergency procedures

Food and drink preparation and service	Serving and assisting at public events Serving drinks Preparing and serving food Clearing tables and cleaning dishes	Physical ability relevant to the tasks Polite and pleasant Clearly spoken Knowledge of drinks and alcohol laws Well organised
Supporting exhibitions	Supervising gallery spaces Providing gallery tours Hosting and being tour guide for an artist /performer	Friendly, polite, pleasant Knowledge of exhibition Organised Time keeping Administration
Administrative Support	Minute taking at meetings Assisting with mail outs (invitations etc) Filing and administration Entering information into data bases and record management Making phone calls seeking contributions Proof reading	Organisational skills Able to use computer software, e.g. Word, Excel Able to use printers, photocopiers, etc.
Event Support	Providing Front of house support at large events Assisting with craft days and activities Giving information presentations Staffing promotional booths or stalls Cleaning and setting up venues	Physical ability relevant to the tasks Polite and pleasant Clearly spoken Knowledge of craft and making Experience with working with children Well organised