



Volunteer Role Description

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| Role | Volunteer Membership Coordinator |
| Description | We are looking for an individual who would like to volunteer their time to help with coordinating River Waveney Trust individual and corporate membership. The role would include tasks such as updating our membership database, creating letters and certificates for corporate members, printing certificates, sending out membership cards, window stickers and certificates to new and renewing members. |
| Time Commitments needed | This role takes around 1-4 hours a week. |
| Location | Home based in the Waveney area with opportunities to meet face-to-face. |
| Training | The Trusts Development Manager would provide all necessary training. |
| Expenses | We do not offer any expenses associated with this volunteer role. |
| Contact within the Trust | Your contact would be the Development Manager, Martha Meek. martha@riverwaveneytrust.org 07903 243108 |
| Date | April 2023 - ongoing |