



Volunteer Role Description

Role	Volunteer Administration Assistant & Membership Coordinator
Description	We are looking for an individual who would like to volunteer their time to help with general admin duties and membership coordination. The role would include tasks such as event organising, creating letters and certificates for corporate members, printing certificates, sending out membership cards, window sticker and certificates to new and renewing members, updating our membership database, editing documents and other general admin tasks.
Time Commitments needed	Ideally we are looking for someone who could dedicate around a day a week.
Location	Home based via Teams/Zoom 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	February 2022 - ongoing