



Volunteer Role Description

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 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 XX 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