

## Summer Festival

<b>Role Title</b>	<b>Set up Volunteer</b>
<b>Location of Position</b>	Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU
<b>Responsible to</b>	<b>Event Manager</b>
<b>Purpose/ summary of role</b>	<b>To provide support at our Summer Festival.</b>
<b>Description of tasks</b>	<ul style="list-style-type: none"> <li>• Helping set up the event</li> <li>• Brining items to the field</li> <li>• Heavy lifting</li> </ul>
<b>Time commitment</b>	<b>Able to attend pre-event training and also able to commit to a time slot to cover the bar</b>
<b>Qualities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Customer service skills</li> <li>• Time management</li> <li>• Problem-solving</li> <li>• Communication</li> <li>• Friendly and approachable</li> </ul>
<b>Training &amp; Support</b>	<b>In the build up to the event:</b> <ul style="list-style-type: none"> <li>• Briefing of volunteers</li> <li>• Support from Events manager</li> </ul>
<b>Benefits of being a Volunteer</b>	<b>Volunteering with Mind Havering, Barking &amp; Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeling valued by our staff and those who are attending the event.</b>
<b>Volunteer Engagement Coordinator contact information</b>	<b>Volunteer Engagement Coordinator</b> Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU <a href="mailto:volunteering@haveringmind.org.uk">volunteering@haveringmind.org.uk</a>