

## Summer Festival

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| <b>Role Title</b>   | <b>Parking Marshall</b>  |
| <b>Location of Position</b>                                 | Harrow Lodge House, Harrow Lodge Park,<br>Hornchurch Road, Hornchurch, Essex, RM11 1JU   |
| <b>Responsible to</b>                                       | Event Managers   |
| <b>Purpose/ summary of role</b>                             | To provide support at our Summer Festival.   |
| <b>Description of tasks</b>                                 | <ul style="list-style-type: none"> <li>• Monitor the car park at Harrow Lodge Park</li> <li>• Ensure that cars are parking in spaces available</li> <li>• Guide customers to the gate entrance for the event</li> <li>• Ensuring that customers are not parking in places where they are not meant to e.g. Bowls Club</li> </ul>   |
| <b>Time commitment</b>                                      | Able to attend pre-event training and also able to commit to a time slot to cover the car park   |
| <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>                               | <p>In the build up to the event:</p> <ul style="list-style-type: none"> <li>• Briefing of volunteers</li> </ul> <p>On the day of the event:</p> <ul style="list-style-type: none"> <li>• Briefing at the beginning of shift</li> <li>• Area manager to support the volunteer</li> </ul>  |
| <b>Benefits of being a Volunteer</b>                        | Volunteering with Mind Havering, Barking & 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>Volunteer Engagement Coordinator contact information</b> | Volunteer Engagement & Data Officer<br>Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU<br><a href="mailto:volunteering@haveringmind.org.uk">volunteering@haveringmind.org.uk</a>   |