

Role Description

Volunteer Role (title):	Workforce team member
Functional Area:	Workforce
Brief Role Description:	Be the main point of contact for all volunteers and staff when arriving on venue and throughout shift
Key Responsibilities:	<ul style="list-style-type: none"> • Checking in of all workforce and volunteers • Distribution of meal vouchers • Assisting in the reward and recognition programme
Skills Required:	<ul style="list-style-type: none"> • Customer service • Basic administrative skills • Friendly and pleasant approach • Attention to detail
Desirable Skills:	<ul style="list-style-type: none"> • Previous experience of the role
Based at:	Tollcross International Swimming Centre
Dates required:	<p>From 1 - 8 December 2019</p> <p>Please note you must be available for at least 5 shifts within this period and to attend 1 day training prior to this.</p>