




# Volunteer role description

## Volunteering assistant (rotas)

Main purpose	<p>The British Schools Museum welcomes visitors from across the country, who experience and learn about the emergence of free elementary education from 1810, including what is the world's last remaining purpose-built 'Monitorial' schoolroom.</p> <p>This role will help our staff and volunteers with the front-of-house rota or the education rota (we are looking for at least two volunteers), enabling us to provide great customer service.</p>
The volunteer will perform a range of tasks according to their interests...	<ul style="list-style-type: none"> <li>• emailing volunteers to fill our weekly rota for schools or front-of-house volunteers</li> <li>• ensuring our excel database is up-to-date</li> </ul>
Supervisor	Sam Mason, Museum Manager
Location	British Schools Museum, 41 Queen Street, Hitchin SG4 9TS
Hours	The museum office is open Mon-Fri (10.00-16.00), 1 day pw (or 2 half days) would be ideal
The role would suit someone who...	<ul style="list-style-type: none"> <li>• wants to ensure excellent service to our customers</li> <li>• is happy learning our systems</li> <li>• is interested in helping an independent charity in Hitchin to open on weekends</li> </ul>
In return we shall offer you...	<ul style="list-style-type: none"> <li>• a supportive, friendly environment</li> <li>• induction to the Museum</li> <li>• opportunities for personal and professional growth and development in a community-focussed museum</li> <li>• full training opportunities to perform the role</li> <li>• invitation to volunteering events</li> </ul>
Further info	<p>E: <a href="mailto:mark.copley@britishschoolsmuseum.org.uk">mark.copley@britishschoolsmuseum.org.uk</a></p> <p>W: <a href="https://britishschoolsmuseum.org.uk">https://britishschoolsmuseum.org.uk</a></p> <p> <a href="#">@B_S_Museum</a></p> <p> <a href="#">BritishSchoolsMuseum</a></p> <p> <a href="#">/britishschoolsmuseum</a></p>

**No experience required – just bring your enthusiasm (and perhaps your inner Mary Berry)!**

