

CUTTY SARK ENTERPRISES LTD

Role Description: Family Learning Volunteer

Responsible to: Learning Manager

Responsible for: Visitors in learning groups

Purpose of Role:

Cutty Sark launched a brand new learning programme for families when it re-opened in April 2012. We are looking for committed volunteers to help support that programme on the first weekend of the month and during school holidays. You will have access to discounts in our shop and restaurant, and be able to include experience gained at *Cutty Sark* on your C.V.

Key Responsibilities:

- To assist freelancers and staff with the set up for workshops and activities, including preparing and tidying away materials
- To help to welcome and assist families at events, ensuring they have an enjoyable experience
- Support the delivery of family activities as required
- Assist with evaluating the workshops and events
- Assist with recording attendance numbers for events

What we're looking for in our volunteers:

- Some experience of working with children
- Enthusiasm for learning about *Cutty Sark's* history and stories
- Excellent communication skills, friendly and welcoming
- Able to work alone and use initiative
- A commitment to good customer service
- Reliability and good time-keeping skills

What's in it for you?

- The opportunity to develop your knowledge about *Cutty Sark* and heritage learning
- Experience of working in a busy heritage attraction
- Experience of working with the general public, families and young people
- Experience of working as part of a team
- Development of customer service and organisational skills
- Development of communication skills

Time Commitment:

Volunteers will be needed for weekend and holiday activities, with typical hours of around 10.30am-4.30pm. We ask for a 3 month commitment in the first instance.

Travel will be reimbursed up to a limit of £10 per return journey. Please note we are unable to provide parking facilities.

How to apply:

To apply please forward a covering letter and CV, together with our Equal Opportunities Monitoring Form found on the website, to volunteer@rmg.co.uk
If you are sending a CV it is not necessary to complete an application form as well.
Emailed applications are preferred.

Alternatively apply by post to:
Helen Webb, Volunteer Manager
Royal Museums Greenwich
Park Row, Greenwich
London, SE10 9NF

If you have any questions about this role please phone Helen Webb on 020 8312 6543