



Volunteer Role Description

Role title
Visitor Centre Volunteer - NWT Holme Dunes (Seasonal role)
Purpose of your role
To assist the Centre Coordinator/Senior Volunteer with all day to day visitor centre activities and take responsibility for ensuring all visitors are welcomed and given any information they require about Holme Dunes and the work of NWT.
Type of work you will be involved with
<p>Providing an enthusiastic and warm welcome to all visitors.</p> <p>Providing information about the nature reserve and its wildlife</p> <p>Provide a positive image of Norfolk Wildlife Trust</p> <p>To actively promote NWT memberships, quiz trails and education activities</p> <p>Stock checking, pricing and merchandising</p> <p>Dealing with sales transactions including till operation</p> <p>Ensuring the Visitor Centre is clean and welcoming at all times</p> <p>Other duties as instructed by the Centre Coordinator</p>
Skills and abilities you will be using in your role
<p>Excellent communication and people skills</p> <p>Love/knowledge of wildlife and wild places</p> <p>Cash handling</p> <p>Numerate and able to use cash register (training will be provided)</p> <p>Reliable time keeper</p>
You will be based at
Holme Dunes Visitor Centre
Times/days we would like you to be available
Flexible full or part time
Benefits to you
<p>Working in a fabulous and unique location close to wildlife and nature</p> <p>Opportunity to enhance /share knowledge about and passion for local wildlife</p> <p>Develop skills with customer service delivery/sales</p> <p>Become a valued member of a professional team</p> <p>Reimbursement of travel expenses</p>
Your supervisor
NWT Holme Dunes Visitor Centre Coordinator or Senior Volunteer
Notes/special requirements
<p>The Visitor Centre building is situated at the end of mile long gravel track and is part of the Wardens accommodation. There is no public transport service from the village. The centre has no public toilets on site but staff toilet facilities are available.</p> <p>The Centre hosts school party visits and educational events so a child friendly approach is essential.</p>