

## **HUMANTICS CIC VOLUNTEER ROLE DESCRIPTION**

**POST TITLE** Volunteer Supervisor

**RESPONSIBLE TO:** Volunteer Co-ordinator.

**JOB SUMMARY** To support the Volunteer Co-ordinator.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To assist the Volunteer Co-ordinator in the organising, planning and scheduling of Volunteer Team rotas.
2. Be able to dedicate a few hours a week to the above role.

### **GENERAL/CORPORATE RESPONSIBILITIES**

1. Partake in The Forum Music Centre's staff training and development procedures.
2. Treat all information discussed at The Forum Music Centre as confidential.
3. Demonstrate a level of commitment when carrying out duties to the highest standards.
4. Ensure that Humantics policies and procedures are followed especially regarding Health and Safety.
5. Identify and report any risks you may find associated with your role to the Volunteer Co-ordinator.