

# Volunteer Role Description



Role Title
<b>Chesil Visitor Engagement Volunteer</b>
Purpose of the role
To assist Dorset Wildlife Trust in running the Fine Foundation Chesil Beach Centre, providing information to visitors to the Centre and nature reserve, carrying out surveys and assisting with activities.
Type of work the role will be involved with
<ul style="list-style-type: none"> <li>Helping with day to day running of Centre, including welcoming and talking to visitors, keeping the centre clean and tidy, providing relevant information to visitors, event bookings, sales and use of the till.</li> <li>Carrying out opening and closing procedures in the Centre.</li> <li>Providing information about the nature reserve and codes of conduct to visitors.</li> <li>Carrying out simple surveys to monitor and record marine wildlife and visitor activities within the area.</li> <li>Assisting with DWT events such as seashore activities, guided walks and occasional awareness events elsewhere in Dorset.</li> <li>Optional additional tasks depending on your skills and interests may include: helping with or leading school visits, leading beach cleans, assisting with art/craft activities, data recording, office administration, visitor centre DIY, organising social events for the group, occasional practical work to maintain the area around the visitor centre.</li> </ul>
Skills and abilities you will be using in your role
<ul style="list-style-type: none"> <li>You must be reliable and committed to this role.</li> <li>Ability to follow given health &amp; safety guidelines.</li> <li>People skills to engage visitors and promote codes of conduct.</li> <li>Money handling and use of till.</li> <li>Membership recruitment.</li> </ul>
You will be based at:
Fine Foundation Chesil Beach Centre, Portland Beach Road, Portland, DT4 9XE. Tel: 01305 206191
Times/days we would like you to be available (Minimum time commitment)
Minimum 2 half days per month – morning or afternoon session. Days flexible. Summer hours: 9.45am – 1.30 or 1.30pm – 5.15pm Winter hours: 9.45am - 1pm or 1pm – 4.15pm.
Benefits to you
<ul style="list-style-type: none"> <li>Training and comprehensive guidance will be given.</li> <li>Regular opportunities to learn on a variety of related topics.</li> <li>Opportunity to help DWT raise awareness of coastal/marine wildlife &amp; conservation.</li> <li>Opportunity to take part in surveys and events.</li> <li>Working as part of a team, meeting like-minded people.</li> </ul>
Your supervisor
Visitor Centre Manager
Notes/special requirements
Parking permit provided for the duration of your volunteer session.

