

## VOLUNTEERING OPPORTUNITIES MARCH 2020

### 'CONNECT' IT SUITE VOLUNTEER

Connect aims to support people to be more connected to the community. New IT equipment will enable us to run sessions across the district. Our volunteer will be based in Heybridge for a few hours/week to help with equipment upkeep; ensure it's cleaned after use and no secure data is retained; and that anti-virus/system updates are carried out. You'll need good knowledge of tablet computers.

### HERITAGE CENTRE VOLUNTEER

Volunteers are needed for a Maldon heritage centre. Flexible availability welcomed. You'll greet visitors, provide basic info (training provided), maintain exhibits and keep public facing areas tidy. You'll also carry out shop sales involving cash/card handling, cashing up and keeping shop shelves stocked. You'll have good people skills, basic numeracy skills and an interest in local history. Full training provided.

### RETAIL ASSISTANT—PURLEIGH

A local community shop needs volunteers to join the friendly team who keep the shop open 7 days/week (in 2 hours shifts). You'll provide a courteous and effective service to customers including using the till, replenishing shelves etc. Training is provided, including till and card operation and other equipment as needed.

### INFORMATION OFFICER BURNHAM-ON-CROUCH

Volunteers are needed for a new Information Centre opening May 2020. You'll be friendly and welcoming and provide information to visitors about the town and wider district (things to do, places to see etc.). using the maps and leaflets available to you as well as knowing how to access supplementary information via the internet

### RETAIL ASSISTANTS BURNHAM-ON-CROUCH

These 2 High Street charity shops are a hive of activity. The charity regularly receives new donations so sorting items is a large part of the role. You could be keeping the shop generally tidy and creating colourful and enticing window displays, or working on the tills and cash handling. Shifts are available Monday, Wednesday and Friday, am and pm, in both stores.

### VOLUNTEER CENTRE DROP-IN AND INFORMATION

Maldon & District Volunteer Centre holds a Drop-in in **Maldon Town Hall Foyer** on the 2nd Thursday of each month between **11 am and 12.30 pm**. The next Drop-in takes place on **12th March 2020**. Visit [www.volunteersex.org](http://www.volunteersex.org) for details of more than 100 volunteering vacancies in the Maldon District or email [volunteering@maldoncvcs.org.uk](mailto:volunteering@maldoncvcs.org.uk)

