

## **Job Title: Activities Assistant**

### **Job Description:**

- To assist organising and running activities for the Pets Club.
- To help preparing manuals and equipment for activities.
- To support visits to animal shelters and animal rescue centres.
- To take digital photos and videos at the time of activities and trips.
- To represent club in fundraising events and presentations.
- Keep safe and secure activities environment for children and pets.

### **Key requirements:**

- ✚ Passion for animals and interest in their life and welfare.
- ✚ You have an experience of an animal handling, care or training (desirable, but not essential).
- ✚ You will need to be a committed, patient and caring person with a good sense of humour and great ideas.
- ✚ You will also need to be highly motivated and have excellent communication skills.
- ✚ You will need to be able to work well in a team and liaise with other volunteers and parents.
- ✚ Age 12+.
- ✚ Time Commitment: One day per week (Thursday) for one hour (5.30 – 6.30 pm), for a minimum of three months school term time. Occasional weekend or school holiday time (one day - when going on the trips). After three months, the Activities Assistant may be reappointed for another three months at the discretion of the Doctor Pet Ltd.

There are no actual qualifications required to work as a volunteer activities assistant, however if you have a wide range of practical and creative skills e.g. computer, arts, crafts, digital media, the internet, etc this can assist in getting you this position.

Passing a **CRB** check is essential (Age 16+).

**Location:** St. Edmunds Parish Church Hall, South Chingford, Larkwood Road, E4 9DS.