

Job Title: Activities Co-ordinator

Job Description:

- Organises and co-ordinates activities for the Pets Club.
- Organises an activities programme and prepares manuals that will maintain interest and progression over a period of time.
- Organises visits to animal shelters and animal rescue centres.
- Represents club in fundraising events and presentations.
- Keeps 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 18+.
- ✚ 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 Co-ordinator may be reappointed for another three months at the discretion of the Doctor Pet Ltd. After six months, the person who is serving as Activities Co-ordinator may rotate to another position or location within the organisation.

There are no actual qualifications required to work as a volunteer activities co-ordinator, 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.

Location: St. Edmunds Parish Church Hall, South Chingford (Chingford Mount), Larkswood Road, E4 9DS.

Salary: none.

