

## Volunteer 'Crafty Crew' Member

Job Title: Crafty Crew Member

Hours: 4 hour shifts 9am – 1pm or 1– 5pm  
1 shift per day - max 5 days per week  
Times by mutual agreement and parental consent.

Dress Code: Smart, clean casual. Flat shoes, tidy hair, minimum jewellery and No chipped nail varnish ! NTT Crafty Crew aprons will be worn.

Responsible to: Di and/or Beth

Responsible for: Yourself, other staff and volunteers, visiting tutors and customers - both adult and children - especially the more vulnerable.

Role:

1. To assist with all children's activities inc preparation of materials and tools, help during the activity and clearing up after the activity.
2. To contribute to Health and Safety – ensuring all hazards are reported and intermediate action taken to minimise any risks.
3. To make drinks for staff and customers as requested and to wash up afterwards.
4. To actively promote NTT in a positive way ☺
5. To help keep all area's clean and tidy and to assist with the general presentation of the shop inc dusting, vacuuming, window dressing, equipment maintenance etc.
6. To welcome customers and visitors into the premises and offer assistance as required.
7. To use the EPOS system (once trained)
8. To become fully acquainted with the products we sell and the courses we run, and be able to discuss these with customers with a view to making the sale !

Benefits: Experience of work in a real workplace, enabling you to gain life and workplace skills. You will develop your CV, making you an attractive proposition for a future employer or education provider. You will have an opportunity to try a range of crafts. You will have an opportunity to meet and interact with a wide diversity of people.

Personal Spec: Honesty, reliability and punctuality are essential. Willingness to 'give it a go' and portray a 'can do' attitude are also essential. Ideally you will have an interest in arts and crafts and working with children. Willingness to work with people of all ages, backgrounds and abilities.