



York Archaeological Trust Volunteer Role Description

Barley Hall Costume Group Assistant	
Purpose of the Role	To assist the Volunteer Costume Group Coordinator to make costumes for the staff and volunteers in the York Archaeological Trust.
Main Duties	To make authentic costumes for the staff, volunteers and exhibitions at Barley Hall and other York Archaeological Trust attractions. This will be done in liaison with the Volunteer Costume Coordinator.
Optional Additional Duties	Undertaking sewing repairs to areas of Barely Hall such as curtains and seat cushions.
Skills	<p>To have basic sewing skills.</p> <p>To have an interest in costume making and the display of the York Archaeological Trust's attractions.</p> <p>To be happy working as part of a team.</p>
Person you can report to.	Lindsey Smith - The Volunteer Costume Group Coordinator will be your day-to-day point of contact. Helen Williams – the Volunteer and Placement Coordinator will act as your over all coordinator.
Induction and Training	<p>You will have a training session before your volunteering and an initial induction on your first day of volunteering.</p> <p>Following this you will undertake a three month induction period after which the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going</p>
Hours	These can be settled in liaison with the Volunteer and Placement Coordinator and the Volunteer Costume Assistant but may need to include attending meetings once – twice a month.
Uniform	If you are working on view to the public – a pair of smart dark trousers/skirt and a smart jumper or shirt. You will be given a Barley Hall fleece and badge to wear whilst you are volunteering.



York Archaeological Trust Volunteer Role Description

Barley Hall Volunteer Education Assistant	
Purpose of the Role	To assist our School Guides with the organisation of our school tours and workshops.
Main Duties	<p>Assisting the School Guides and Volunteer Costumed Education Assistants to:</p> <p>Set-up the Hall for tours and workshops.</p> <p>Organise the tours and workshops.</p> <p>With the exit of the school groups and end of visit pack-down.</p>
Optional Additional Duties	None at present.
Skills	<p>To be happy and welcoming when talking to a wide range of people, especially volunteering with children, and to be happy to work in a team.</p> <p>To have an interest in history/education & some past experience of guiding, teaching or assisting with children.</p>
Person you can report to.	Helen Williams, the Volunteer and Placement Coordinator will be your main point of contact. The School Guides team will coordinate you on a day-to-day basis.
Induction and Training	<p>You will have a training session before your volunteering and an initial induction/training session on your first day of volunteering.</p> <p>Following this to shadow tours and workshops to gain further training.</p> <p>You will be asked to undertake a three month induction period and to have undertaken three school visits. After this the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going.</p>
Hours	Usual hours are a full day or half day at times to match educational visit bookings. These will be pre-arranged with you via the Volunteer and Placement Coordinator.
Uniform	A pair of smart dark trousers/skirt and a smart jumper or shirt. You will be given a Barley Hall fleece and badge to wear and your own Barley Hall shirt once you have completed your three month/three visit inductions.



York Archaeological Trust Volunteer Role Description

Barley Hall Front-of-House Assistant & Room Steward	
Purpose of the Role	To help us run the shop and admissions area and create a welcoming first impression for our visitors. To undertake a Room Stewarding role to explain the history of the Hall to visitors.
Main Duties	<p>Welcoming people to the Hall, handling shop and admission sales and assisting with the presentation of the shop and reception.</p> <p>Room Stewarding to explain the history of the Hall and the objects and exhibitions in it.</p>
Optional Additional Duties	<p>Assisting with the set-up or pack-down of events</p> <p>Assisting to run a refreshment stand or children's craft activities at events.</p>
Skills	<p>To be happy and welcoming when talking to a wide range of people.</p> <p>To be happy to work in a team and to have an interest in Barley Hall & History.</p>
Person you can report to.	Helen Williams – the, Volunteer and Placement Coordinator, should act as your main point of contact. The Front-of-House Managers will be your day-to-day point of coordination.
Induction and Training	<p>You will have a training session before your volunteering and an initial induction on your first day of volunteering.</p> <p>Following this you will undertake a three month induction period. After this the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going.</p>
Hours	Usual hours are a full day or half day at least once a week. However, we are happy to talk about other options.
Uniform	A pair of smart dark trousers/skirt and a smart jumper or shirt. You will be given a Barley Hall fleece and badge to wear whilst you are volunteering and your own Barley Hall shirt once you have completed your three month induction.



York Archaeological Trust Volunteer Role Description

Barley Hall Costumed Volunteer Education Assistant	
Purpose of the Role	To assist our School Guides with the delivery of our school tours and workshops.
Main Duties	<p>Assisting the School Guides and volunteering with the Volunteer Education Assistants to:</p> <p>Set-up the Hall for tours and workshops, deliver the tours and workshops and present some sections of the tours and workshops (under the leadership of the School Guides) to gain further experience or use previous teaching based skills. To assist with the exit of the school groups and end of visit pack-down.</p>
Optional Additional Duties	None at present.
Skills	<p>To have some previous experience in working with children & delivering information to groups and to be happy and welcoming when talking to a wide range of people, especially with children.</p> <p>To be happy to work in a team.</p> <p>To have an interest in history and education.</p>
Person you can report to.	Helen Williams, the Volunteer and Placement Coordinator will be your main point of contact. The School Guides team will coordinate you on a day-to-day basis.
Induction and Training	<p>You will have an training session before your volunteering and an initial induction/training session on your first day of volunteering.</p> <p>Following this to shadow tours and workshops to gain further training.</p> <p>You will be asked to undertake a three month induction period and to have undertaken three school visits. After this the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going.</p>
Hours	Usual hours are a full day or half day at times to match educational visit bookings. These will be pre-arranged with you via the Volunteer and Placement Coordinator.
Uniform	A suitable costume will be provided.



York Archaeological Trust Volunteer Role Description

Barley Hall Room Steward	
Purpose of the Role	To act as a guide in a room or area of Barley Hall to explain the Hall's history, any exhibitions and specific items in the rooms.
Main Duties	<p>To bring to life the history of the Hall and act as a welcoming guide for visitors.</p> <p>To assist with the upkeep of the Hall and exhibitions' presentation.</p>
Optional Additional Duties	<p>Assisting with the set-up of events</p> <p>Assisting to run a refreshment stand or children's craft activities at events.</p>
Skills	<p>To be happy and welcoming when talking to a wide range of people.</p> <p>To be happy to work in a team.</p> <p>To have an interest in Barley Hall & the history of the Hall and York.</p>
Induction and Training	<p>All Room Stewards are asked to complete a short, informal training session lasting a couple of hours on Room Stewarding.</p> <p>You will have a training session before your volunteering and an initial induction on your first day of volunteering.</p> <p>Following this you will undertake a three month induction period after which the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going.</p>
Hours	Usual hours are a full day or half day at least once a week. However, we are happy to talk about increased or decreased hours. Please see attached sheet on hours.
Uniform	A pair of smart dark trousers/skirt and a smart jumper or shirt. You will be given a Barley Hall fleece and badge to wear whilst you are volunteering and your own Barley Hall shirt once you have completed your three month induction.