



**York Archaeological Trust Volunteer Role Description**

| <b>DIG Front-of-House Assistant</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Purpose of the Role                 | To help us run the shop and admissions area, create a welcoming first impression for our visitors and help deliver our archaeological tours to the public and school parties.                                                                                                                                                                                                                                                                               |
| Main Duties                         | <p>Welcoming people to DIG, handling shop and admission sales and assisting with the presentation of the attraction.</p> <p>Assisting with the delivery of the archaeological tours of the building.</p>                                                                                                                                                                                                                                                    |
| Optional Additional Duties          | <p>Assisting with the set-up of events</p> <p>Assisting to run children's craft activities at events.</p> <p>Assisting staff with school workshops.</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 DIG, archaeology &amp; 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>Where possible, it can be useful to undertake an initial block of a couple of days of volunteering to train. You will undertake a three month induction period to help you train. 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 DIG fleece to wear whilst you are volunteering.                                                                                                                                                                                                                                                                                                                        |



**York Archaeological Trust Volunteer Role Description**

| <b>DIG Sensory Garden Volunteer Gardener (from March 2010)</b> |                                                                                                                                                                                                                                                                                                                                             |
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| Purpose of the Role                                            | To assist the Volunteer Garden Team Leader in the care and development of the sensory garden at DIG. A space designed for visitors with learning and physical disabilities.                                                                                                                                                                 |
| Main Duties                                                    | To assist in the weekly care of the garden by undertaking gardening maintenance, re-planting and development of the area to keep it in good condition.                                                                                                                                                                                      |
| Optional Additional Duties                                     |                                                                                                                                                                                                                                                                                                                                             |
| Skills                                                         | <p>Knowledge of gardening and plant care would be beneficial.</p> <p>An ability to work in a team.</p> <p>An interest in assisting visitors with learning or physical disabilities.</p>                                                                                                                                                     |
| Person you can report to.                                      | The Volunteer Garden Team Leader would act as your daily support and point of contact for information on tasks for the day. The Volunteer and Placement Coordinator should act as your main point of contact for information on your volunteering and support.                                                                              |
| 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                                                          | Hours can be arranged to suit each individual but as a guide a weekly or fortnightly commitment for a couple of hours would be beneficial.                                                                                                                                                                                                  |
| Uniform                                                        | Suitable work wear for gardening should be worn and a DIG Fleece or volunteer badge will also be provided.                                                                                                                                                                                                                                  |



**York Archaeological Trust Volunteer Role Description**

| <b>DIG Sensory Garden Volunteer Team Leader</b> |                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose of the Role                             | To assist staff with the planning of a sensory garden for people with learning & physical disabilities. To act as a team leader (in liaison with Helen Williams, Volunteer and Placement Coordinator) to lead and support a team of volunteer gardeners.                                                                                    |
| Main Duties                                     | From approximately March 2010 to liaise with the Volunteer and Placement Coordinator, DIG Front-of-House Manager and DIG Gardener to organise the volunteer gardeners' activities and gardening sessions.                                                                                                                                   |
| Optional Additional Duties                      | <b>Involvement in planning of the garden<br/>November 2009 – February 2010</b>                                                                                                                                                                                                                                                              |
| Skills                                          | <p>Knowledge of gardening and plant care would be beneficial.</p> <p>An interest in assisting visitors with learning and physical disabilities.</p> <p>Good communication and planning skills.</p>                                                                                                                                          |
| Person you can report to.                       | The Volunteer and Placement Coordinator should act as your main point of contact with further information being provided by the DIG Front-of-House Manager and DIG Gardener.                                                                                                                                                                |
| 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                                           | Initial hours for the planning and research could be arranged in liaison with you but will probably need to include weekly meetings. The leading of the volunteer gardeners will need a weekly commitment but hours can be arranged in liaison with you, the volunteer team and Volunteer & Placement Coordinator.                          |
| Uniform                                         | Suitable work wear for gardening should be worn and a DIG Fleece or volunteer badge.                                                                                                                                                                                                                                                        |