



**York Archaeological Trust Volunteer Role Description**

<b>Attractions Events Assistant</b>	
Purpose of the Role	To help us at special events by offering additional volunteer assistance.
Main Duties	A mixture of the following can be on offer:  Welcoming people to the attractions, handling shop and admission sales, assisting with visitor enquiries, helping to serve drinks at a refreshments stand, Room Stewarding or running children's activities.
Optional Additional Duties	Helping at external events, such as the craft fairs and demonstrations at our Viking Festival, by guiding visitors, assisting with admissions and helping to set-up events.
Skills	To be happy and welcoming when talking to a wide range of people.  To be happy to work in a team and to have an interest in the Trust and history.
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 or Events Managers will be your day-to-day point of coordination.
Induction and Training	You will have a training session before your volunteering and an initial induction on your first day of volunteering. We also ask Events Assistants to undertake an initial block period of volunteering to help with their training.  You will undertake a three month induction period. After your three month induction the Volunteer and Placement Coordinator will meet with you to check you and the Trust are happy with how things are going.
Hours	These vary for each event but would be pre-arranged with you. Events are often linked to school holiday periods. You are not expected to volunteer at every event we host.
Uniform	A pair of smart dark trousers/skirt and a smart jumper or shirt. Volunteer badges, shirts and fleeces may also be provided if suitable to the activity.



**York Archaeological Trust Volunteer Role Description**

<b>Attractions Research Assistant</b>	
Purpose of the Role	To assist us with the research of specific areas of history linked to our attractions or exhibitions. Subjects vary depending on current projects but full options would be given as to subjects we need researching.
Main Duties	<p>To take information on a specific subject or area and research it in local libraries, archives and via the internet.</p> <p>To write an informal report on your findings and present this to us with any sources of your findings listed.</p>
Optional Additional Duties	To help plan and develop any following projects, such as exhibition panels or guides if they are required.
Skills	<p>An interest in history and research.</p> <p>Strong organisation and planning skills.</p> <p>Good written communication skills.</p>
Person you can report to.	Helen Williams – the Volunteer and Placement Coordinator should act as your main point of contact. Discussions with other members of staff may be necessary but would be arranged for you by Helen Williams.
Induction and Training	<p>No specific training will be needed but full details on how to undertake your project will be discussed with you at the start and at regular meetings throughout it.</p> <p>Each research topic is usually a short-term one with completion dates arranged with you by Helen Williams. However, volunteers can remain on our Research Assistant list to be contacted as new projects become available and are welcome to combine their role with a regular front-of-house role or to undertake it as a role on its own.</p> <p>All our volunteers undertake a three month induction period.</p>
Hours	These can be arranged to suit yours and each project's needs.
Uniform	Not Applicable.