



## OPPORTUNITIES! OPPORTUNITIES! OPPORTUNITIES!

### **VOLUNTEER ADMINISTRATIVE ASSISTANT**

A volunteer Administrative Assistant is required to provide general office support in the afternoon between 1pm – 3pm. Tasks include updating database information, responding to e-mail enquiries, contacting individuals and organisations and general office duties. Will need to be computer literate with good administration and communications skills. ELM850

### **SUPPORT FOR YOUNG PEOPLE**

Volunteers are needed to support young people in Custody who have no parents available. It is a challenging but fulfilling and rewarding role. No previous experience is necessary but you need to be friendly and professional in your approach. You will need to be on call with very little notice with an average visit lasting approximately 3 – 4 hours. A car owner/driver is essential. This is a time flexible commitment with hours by arrangement.

ELM176

### **VOLUNTEER CENTRE ELMBRIDGE**

**RESIDENTS' HOUSE COMMUNITY WALK  
ESHER  
KT10 9RA**

(opposite the Civic Centre car park)

**Tel: 01372 463587**

**E-mail:**

**contact@vae.org.uk**

**www.vae.org.uk**

### **WOULD YOU LIKE TO BECOME A TRUSTEE?**

A local charity concerned with the elderly and low income families requires a Trustee. You would be expected to attend meetings every six weeks, normally on a Thursday between 6pm and 8pm. Expertise in one or more of the following is required; organisational governance and trusteeship, strategic and financial planning, community development and grant making and land and property management. ELM1210

### **CREW MEMBERS REQUIRED FOR CANAL BOAT TRIPS**

A local Trust for disadvantaged community groups is seeking crew members to assist passengers on canal boat trips, undertake boat maintenance and/or environmental conservation work. Training will be provided. An understanding of working in the volunteer sector, working with disadvantaged people and canal boating/handling is desirable but not essential. This is a time flexible commitment with hours by arrangement. ELM1152

### **ONE OFF SPORTS EVENT STEWARDS NEEDED**

Event Stewards are needed for a variety of events to be held throughout 2012. You will be working as part of a team on weekends only. You need to be over 18 years old, friendly and helpful when dealing with the general public in areas such as parking, general information and getting people to become involved in activities. This is a flexible commitment. ELM390

### **INTERESTED?**

To find out more about these opportunities (or the many other opportunities we currently have) please either drop in & meet the friendly staff at the **Volunteer Centre Elmbridge**, go to **www.vae.org.uk** or call us on 01372 463 587.

We carry out confidential interviews Mon to Fri 10.00 am - 12.30 pm, (afternoons by arrangement). Call us to book an appointment.

We are also at **Walton Library** on Wednesdays from 10am to 1pm.