

Hub Volunteer

Role Overview

The Dornoch Hub is a central community space managed by the Dornoch Area Community Interest Company (DACIC), providing a variety of services and hosting numerous events for the local community. As a Hub Volunteer, you will support DACIC staff in the smooth operation of the hub, ensuring it remains a welcoming and efficient environment for all visitors. This role is ideal for those who enjoy interacting with the public, organising events, and contributing to community activities.

Key Responsibilities:

Public Inquiries:

- Provide cover for the hub by greeting visitors and answering their questions.
- Offer information about DACIC services, events, and activities.
- Direct inquiries to the appropriate staff members as necessary.

Event Setup:

- Assist with setting up rooms for various events and activities, including arranging furniture and equipment.
- Ensure all necessary materials and resources are available and in good condition.
- Help with the cleanup and reorganisation of rooms after events.

Support for DACIC Activities:

- Assist DACIC staff with the planning and execution of community events and programs.
- Engage with participants, providing support and ensuring a positive experience.
- Help with administrative tasks such as preparing materials, managing registrations, and maintaining records.

Skills & Experience:

- Friendly and approachable demeanour.
- Good communication skills and ability to interact with the public.
- Organised and detail oriented.
- Ability to work independently and as part of a team.
- Reliable and punctual.
- Experience in event planning or customer service (desirable but not essential).

Benefits:

- Gain experience in community service, event management, and customer relations.
- Opportunity to meet new people and be part of a vibrant community hub.
- Contribute to the well-being of the Dornoch community.
- Flexible volunteer hours to fit your schedule.

How to Apply:

If you are interested in volunteering at The Dornoch Hub, please contact us at manager@dacic.org.uk for more information.