

Could you help run our busy community centre in the heart of Reigate ? Since completing our new building in 2011, we've kept it open for up to 70 hours a week, staffed entirely by a team of about 30 volunteers,. We're now in need of more people prepared to look after hirers and visitors, particularly in the evening and at weekends, when there may be 4 or 5 different groups in the centre at one time. Most of the bookings are run by the hirers, but we know from experience that centre users appreciate a friendly welcome and assistance when required. Apart from receptionist duties in the centre office, volunteers are responsible for safety, and helping hirers with the facilities such as tea/coffee-making.

What are we looking for?

We need adults of any age who are able to commit to 2 or 3 hours on at least a couple of weekday evenings or Saturday mornings/afternoons per month. We have a flexible online rota system which currently divides the times of centre opening into regular 'shifts', however these can be varied if necessary. Ideally volunteers should be willing to work on their own if required, but only after training has been given - and there will always be an experienced volunteer on call. Ability to use a PC would be helpful but not essential, as is the ability to move light furniture on occasions.

Practical Considerations

Volunteers must be able to get to the centre, behind Reigate High Street. At present we don't offer expenses for travel, but we can provide space in our own car-park.

What Next ?

If you're interested, please drop into the centre, or [contact us](#) , then one of the centre managers will arrange to meet you. Should you wish to join us, safety and other training will be provided.