

## Hall Lane Disco Volunteer Advert

Name of the service	Leeds Disco
Name of Manager	Lee McLean
Name of volunteer post Supervisor	Majella Dean
Preferred hours per week/time commitment	1 <sup>st</sup> Thursday of the month, 17:30pm till 21:30pm
About the service	The monthly disco will be attended by adults with learning Disabilities from a variety of our services in Leeds,
Purpose of the role	We are setting up a new disco in Leeds and we are looking for volunteers to help us. The disco will be held at the Welcome In Community Centre on the 1 <sup>st</sup> Thursday of the month. As part of your role you will arrive half an hour before the start time to help staff set up the room, moving tables and chairs if necessary. You will welcome people at the door and check tickets, taking money for tickets and handing out change. You will help staff and other volunteers to run the tuckshop and most importantly you will get people up dancing and enjoying the evening.
Volunteer duties	<ul style="list-style-type: none"> <li>• Volunteering with a team of staff and other volunteers.</li> <li>• Help with duties on the night including setting up the room, moving tables and chairs where necessary.</li> <li>• Selling tickets on the door</li> <li>• Helping to run the tuck shop and prepare refreshments</li> <li>• Be enthusiastic and welcoming, getting people up dancing and having a good time.</li> <li>• Reporting any concerns to staff.</li> </ul>

Qualities Required	Essential or Desirable?
Ability to follow written and verbal instructions	Desirable
Good communication skills	Desirable
Punctual and reliable	Desirable
Previous experience of working with / knowledge of supporting adults with support needs	Desirable
Previous experience of working in customer service / gardening (or other experience related to the position)	Desirable