



## **The Shots Foundation**



Job Description for **Community Volunteer** for the Shots Foundation.

**‘Making a difference in our local community’**

Job Description for Community Volunteer for the Shots Foundation

**Reporting to** – John Monday, the Foundation Manager or the Chair of the Foundation.

**The Shots Foundation have a need for a variety of Volunteers to cover the following areas of our work;**

### **Administration**

Examples include;

- Responding to enquiries, emails, phone calls etc.
- Typing letters, emails etc.
- Shots Foundation website support.
- Shots Foundation twitter Instagram and social media support.
- Meeting and greeting on behalf of the Foundation.
- Administrative support for Shots Foundation courses and events eg organising events, processing applications, ensuring coach and volunteer availability etc
- Maintaining data bases.
- Filing and record keeping.

### **Shots Foundation Soccer camps, events and activities support**

Examples include

- Meeting and greeting on behalf of the Foundation
- Administrative support for Shots Foundation courses and events eg processing applications etc
- Helping during the duration of events eg putting goals, nets together
- Coaching.
- General support, guidance and presence at an event
- Liaison with visitors eg Aldershot players attending

### **Match Day experience support**

**Examples include**

- Setting up the Community Room.
- Meeting and greeting on behalf of the Foundation.
- Assisting supporters with seating and meeting Phoenix inc photo opportunities
- Helping during the duration of events eg assisting with tours of the stadium.
- Ensuring any supporters assisting with, say, flag waving at kick off time are directed as appropriate.

### **Specific support in areas of knowledge or expertise eg Veterans Hub of Aldershot, Disability football, Liaison with schools, etc**

In this area, we are more interested in a specific area of knowledge or a community or about any aspect of work that you feel can help the Foundation fulfil its objectives.

**Volunteers – Age 16+**

**April 2019 – to be reviewed annually.**

**To apply, please send your CV including details of where you feel you can support us to**

**[John.casey@shotsfoundation.org](mailto:John.casey@shotsfoundation.org) Chair of the Foundation or**

**[John.Monday@shotsfoundation.org](mailto:John.Monday@shotsfoundation.org) Foundation Manager.**