



Volunteer Role Description

Bakewell Old House Museum

Volunteer co-ordination volunteer

Main purpose	As one of the Volunteer co-ordination volunteers, you will be helping other volunteers and staff with rotas, training, admin, recruitment and development.
You shall be...	<ul style="list-style-type: none">• assisting with the Welcome desk rotas• keeping the volunteer database up-to-date (Excel)• working with others, developing new opportunities to widen what we offer and to who
The role would suit someone who...	<ul style="list-style-type: none">• enjoys working with people• is happy communicating via telephone and emails etc• wants to help an independent charity in Bakewell
In return we shall offer you...	<ul style="list-style-type: none">• training and induction to the Museum• opportunities for personal and professional growth and development in a community-focused museum• a supportive, friendly environment• invitation to volunteering events
Location and Hours	Bakewell Old House Museum, Cunningham Pl., Bakewell DE45 1DD <ul style="list-style-type: none">• the museum is open to the public 25 March – 5 November, with behind-the-scenes work continuing over the winter• this role best suits someone who can volunteer on a half day or full day per week
Further info	markc@bakewellhistory.com www.oldhousemuseum.org.uk  @BakewellOldHouse  @bakewelloldhousemuseum  @OldHouseMuseum

No experience necessary – just bring your enthusiasm!