

Woodvale & Ainsdale Community Association

Registered Charity No. 1042518



'In the hands of
people that care'

*MAIN OFFICE

*Woodvale Community Centre
Meadow Lane
Woodvale, SOUTHPORT
Merseyside. PR8 3RS
Telephone: 01704 573084

Web Address:

www.woodvalecommunitycentre.co.uk

**ADDRESS ALL MAIL TO MAIN OFFICE

**WACA Recreation Centre
Orchard Lane
Ainsdale, SOUTHPORT
Merseyside PR8 3RG
Telephone: 01704 575264

Email Address:

woodvalecentre@btconnect.com



VOLUNTEER VACANCIES

September 2011

We are looking to fill a number of volunteer positions within the Centre. Examples are as follows:

- We need help staffing the Community Centre duties include: answering the telephone, dealing with queries, entering registers onto our database, word processing, banking, and general office duties. Training will be provided. Can you spare a few hours each week?
- We are also looking to put on either Free or low cost activities for the community, and are looking for volunteer tutors. If you can deliver training in basic computer skills, using the internet, basic cookery skills, card making, or arts and craft sessions etc. Either a morning, afternoon or evening sessions.
- We also need a number of volunteers to conduct a Community Consultation in the local area.
- Help also needed to organize and run a regular coffee morning and a BINGO session if you can spare a couple of hours each week get in touch.
- Help wanted to assist young people's Dance and Drama instructor on a Saturday mornings at our Recreation centre, this would involve taking registers and money.

All volunteers will need to undertake an enhanced CRB (this cost will be covered by WACA) training will be provided, and travel expenses can be claimed.

Also Trustees wanted

- Would you like to become a Trustee of Woodvale & Ainsdale Community Association ?
- Would you like to help give back something to the local community?
- Why not use your expertise in helping on our Board? The Trustees meet the last Wednesday evening of the month
- We are currently looking for people with Accounting, Secretarial, Human Resource, Funding, Quality or Strategic Management skills.

Please contact Davina Suthren Centre Manager on the above telephone number or e-mail. For more information on the Community Centre activities checkout our website www.woodvalecommunitycentre.co.uk