

STARLIGHT WALK VOLUNTEER

Meet, greet and send off volunteer

Why do you need me?

To help meet, greet, direct and assist participants as they arrive, to help man various stalls and to give walkers a cheer as they set off!

What activities will I be involved in?

You may be asked to:

- Welcome participants and volunteers to the event
- Direct walkers to the main hall where stalls and the warm up will take place
- Assist at various stalls – eg Macmillan info point, t-shirt stand, water and fruit stand, volunteer marshal stand
- Hand out safety pins and/or 'I'm walking for' cards
- Help register people who turn up on the evening (or who have lost their running numbers)
- Get involved with pre-event activity in the hall – eg helping with photographs, selling merchandise, helping get people to sign up for Macmillan e-campaigns
- Assist participants with general queries
- Cheer walkers as they set off

What skills and abilities will I need to have?

- Friendly and outgoing
- Good interpersonal/communication skills
- Willingness to work as part of a team
- Good organisational skills
- Enthusiasm
- Reliable, punctual and honest

When would you need me?

- We need walk meet and greet volunteers to be at the Sportspark before participants arrive until they set off on their walk - between the hours of 9pm and 12pm on the night of 24 June 2011.

Where would I need to go?

This role would be based at Norwich Sportspark

Will I need my own transport?

Not necessarily. You just need to be able to get to and from Norwich Sportspark on the night.

What are the benefits to me?

- Satisfaction that you are making a valuable contribution to helping local people affected by cancer and are making participants experience of the Starlight Walk a positive one
- Meeting new and inspiring people and being part of an enthusiastic and supportive team
- Developing your communications, customer service, event management and organisational skills
- Having an enjoyable night!

What support will I receive?

- A member of the team will contact you before the event
- You will receive a briefing on the evening itself
- You will have a designated volunteer manager, who can provide guidance and answer any questions on the night.
- You will be updated on the success of the event
- We pay volunteers' "out-of-pocket" expenses within agreed guidelines (please contact us to find out more if you are interested in this)

Can I do more than one volunteer role?

Yes! We're more than happy for you to combine being a meet, greet and send off volunteer with being a route marshal, a pre-event promotions volunteer or whatever other role(s) you'd like to help us with. Please indicate on your application form all the roles you are interested in!

What's the next step?

To sign up, simply fill in our registration form (found online at www.starlightwalknorwich.co.uk/volunteer) and put 24 June 2011 in your diary! Alternatively, call Helen Chapman, Macmillan Fundraising Manager on 01603 724360 to find out more or email norfolk@macmillan.org.uk

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