

Role Title:	General Volunteer
Where:	The Nishkam Centre, Birmingham
When:	To start Jan 2013
Commitment:	Flexible hours (agreed with the volunteer mentor)
Your duties may include:	<p>A general volunteer will cover various duties at the Nishkam Centre. The following are just a few examples.</p> <ul style="list-style-type: none"> - Marketing and PR - Basic Maintenance and housekeeping - Meeting guests at events - Serving food and refreshments at events - Helping with advertising - Attending external events - Assisting with setting up exhibitions and concerts - Researching via the internet
Skills/qualifications you need:	<ul style="list-style-type: none"> - Basic I.T. skills - Good communication skills - Good telephone manner - Good organisational skills - You should be able to work as part of a team and on your own initiative - Good time keeping skills
Benefits for you:	<ul style="list-style-type: none"> - You will be volunteering on projects alongside other experienced volunteers and staff which will help you grow your expertise and skills - You will be invited to various events, concerts and exhibitions as part of your role at the centre - You will have access to the latest IT equipment - you will be able to enrol on various courses running at the Nishkam Centre
Commitment	Flexible, to be discussed with your volunteer mentor
For more information, contact:	The Nishkam Centre 0121 515 4229