



Volunteer Event Assistant (Community Events)

Location: Local Hub, 5 Pinewood Place, Knottingley, WF11 0QH

Reports to: Kaylee Thompson, Community Development Worker

Hours: Flexible (typically weekends depending on event scheduled)

No previous experience necessary

Role Overview

As a Volunteer Event Assistant, you will support the community development worker to plan and deliver events. Your support ensures events run smoothly, are welcoming, and bring people together in a positive and inclusive environment.

Key Responsibilities

- Assist with setting up and packing down event spaces (tables, signage, equipment)
- Welcome and direct attendees, providing a friendly first point of contact
- Support event activities such as registration, stalls, or workshops
- Help coordinate with vendors, performers, or other volunteers
- Monitor event areas to ensure safety and cleanliness
- Provide general support to event organisers as needed
- Help promote events through word-of-mouth or local outreach

Skills & Qualities

- Friendly, approachable, and community-minded
- Good communication and teamwork skills
- Reliable and punctual
- Strong organisational skills
- Willingness to be hands-on and adaptable



What You'll Gain

- Gain practical experience in event planning and coordination
- Build confidence and communication skills
- Meet people from your local community
- Contribute to positive local initiatives
- Potential references for future opportunities

Additional Information

- This is a voluntary (unpaid) position
- Reasonable expenses may be reimbursed (if applicable)