



## **Sneinton Community CIC Volunteering / work experience roles.**

### **General opportunities.**

Roles available: -

#### **Program Coordinators:**

Program coordinators are responsible for planning, implementing, and managing various programs and activities offered at the community centre. They work closely with staff, volunteers, and community members to develop engaging programs that meet the needs and interests of the community.

#### **Front Desk/Reception:**

Front desk staff are often the first point of contact for visitors and community members. They handle inquiries, provide information about centre activities, register participants for programs, and maintain attendance records.

#### **Facility Maintenance:**

Staff members responsible for facility maintenance ensure that the community centre's physical space is clean, safe, and well-maintained. They perform routine maintenance tasks.

#### **Senior Services Coordinators:**

These staff members specialise in planning and coordinating programs and services for seniors. They may arrange social events, health and wellness programs, educational workshops, and support groups tailored to the needs and interests of older adults in the community.

#### **Fitness Instructors:**

Fitness instructors lead exercise classes, such as yoga, aerobics, or dance, providing guidance and support to participants. They ensure a safe environment, offer modifications for different fitness levels, and help participants achieve their health and wellness goals.

**Event Coordinators:** Event coordinators are responsible for organizing and managing special events and community gatherings held at the community centre. They handle logistics, coordinate with vendors and sponsors, promote the event, and ensure its smooth execution.

#### **Administrative Staff:**

Administrative staff members provide general office support, including managing paperwork, maintaining records, scheduling appointments, handling correspondence, and assisting with various administrative tasks.

#### **Volunteer Coordinators:**

Volunteer coordinators recruit, train, and supervise volunteers who contribute their time and skills to the community centre. They ensure that volunteers are assigned appropriate tasks and provide the necessary support and recognition for their efforts.

## **Sneinton Screens Community Cinema.**

Roles available: -

### **Cinema Manager:**

The cinema manager oversees all aspects of the cinema's operations, including scheduling screenings, managing staff, coordinating events, and ensuring the cinema's profitability.

### **Assistant Manager:**

The assistant manager supports the cinema manager in their duties, assists with administrative tasks, and may step in to manage the cinema in the manager's absence.

### **Box Office Staff:**

Box office staff handle ticket sales, provide information to customers, and manage reservations or online ticketing systems. They may also handle concessions sales.

### **Projectionist technician:**

The projectionist is responsible for operating the cinema's projection equipment, ensuring that films are screened correctly, and addressing any technical issues that may arise during screenings.

### **Usher:**

Ushers help with seating arrangements, assist patrons in finding their seats, and ensure a smooth flow of entry and exit during screenings. They may also monitor the theatre during screenings to address any disruptions or issues.

### **Concessions Staff:**

Concessions staff handle the sale of snacks, beverages, and other refreshments at the cinema's concession stand. They keep the area clean, restock supplies, and ensure that customers have an enjoyable experience.

### **Marketing and Public Relations Coordinator:**

This role involves promoting the cinema's screenings and events through various channels, including social media, email newsletters, and local advertising. They may also engage with the community to build partnerships and organise special screenings or collaborations.

### **Event Coordinator:**

The event coordinator plans and organises special events at the cinema, such as film festivals, themed screenings, or community outreach programs. They work with distributors, filmmakers, and community organizations to create unique and engaging experiences.

### **Volunteer Coordinator:**

If your community cinema relies on volunteers, a coordinator can be assigned to recruit, train, and coordinate the activities of volunteers. They may handle scheduling, ensure volunteers are adequately informed, and recognize their contributions.

## **Sneinton Play Childrens soft play sessions.**

Roles available: -

### **Manager:**

Oversees the daily operations of the soft play centre, including staff management, customer service, scheduling, and overall facility management.

### **Assistant Manager:**

Supports the manager in their duties and helps ensure smooth operations, including handling customer inquiries, supervising staff, and assisting with administrative tasks.

### **Play Area Supervisor:**

Monitors the play area, ensuring children's safety and adherence to centre rules. They also provide assistance and guidance to children as needed.

### **Party Host/Hostess:**

Organizes and hosts birthday parties and other events at the soft play centre, ensuring a fun and memorable experience for the children and their families.

### **Café Staff:**

Manages the café area, serving food, snacks, and beverages. They may also handle cash transactions, maintain cleanliness, and restock inventory.

### **Marketing Coordinator:**

Develops and implements marketing strategies to promote the soft play centre, including online and offline advertising, social media management, and coordinating promotional events.

### **Administrative Assistant:**

Provides administrative support to the management team, including handling paperwork, data entry, scheduling, and maintaining records.

### **First Aid Officer:**

Ensures the safety and well-being of children by being trained in first aid and handling any minor injuries or medical emergencies that may occur.

### **Cleaner:**

Responsible for regular cleaning of the play area, including sweeping, mopping, sanitizing surfaces, and maintaining cleanliness in the washrooms.

### **Security Personnel:**

Ensures the security and safety of visitors, staff, and the premises. They monitor CCTV cameras, manage access control, and handle any security-related incidents.

## **Youth club staff.**

Roles available: -

### **Program Coordinator:**

Develops and organises the club's programs and activities, plans events, schedules guest speakers, and coordinates with other staff members to ensure a diverse and engaging program.

### **Youth Development:**

Provides guidance and support to young club members, facilitates personal and social development activities, offers counselling services, and helps create a positive and inclusive club environment.

### **Volunteer Coordinator:**

Recruits, trains, and manages volunteers for the youth club, assigns tasks and responsibilities, and ensures a positive volunteer experience.

### **Outreach and Marketing Coordinator:**

Promotes the youth club in the community, develops marketing strategies, creates promotional materials, and establishes partnerships with schools, community organisations, and local businesses.

### **Sports and Recreation Coordinator:**

Organises sports leagues, tournaments, and recreational activities for club members, coordinates facility usage, and ensures the safety of participants during physical activities.

### **Arts and Culture Coordinator:**

Plans and implements artistic and cultural programs, such as music, dance, theatre, cinema and visual arts activities, coordinates workshops and performances, and supports youth in expressing their creativity.

### **Education Coordinator:**

Develops educational programs and workshops, assists club members with homework and academic projects, coordinates tutoring services, and collaborates with schools to support academic success.

### **Administrative Assistant:**

Provides general administrative support, maintains records and databases, manages club correspondence, and assists with operations of the youth club.

### **Volunteer Youth Mentors:**

Responsible individuals who serve as positive role models, offer guidance and support to club members, and help facilitate activities and programs.

### **Event Coordinator:**

Plans and executes special events and fundraisers for the youth club, coordinates logistics, secures sponsorships, and ensures the success of these events.

### **Technology Coordinator:**

Manages the club's technology resources, sets up and maintains computer labs, assists with digital literacy programs, and provides technical support to staff and club members.

### **Health and Wellness Coordinator:**

Promotes health and wellness initiatives within the club, organizes fitness activities, provides education on nutrition and healthy lifestyles, and ensures the well-being of club members.

**Special Needs Coordinator:**

Supports the inclusion of youth with special needs, develops and adapts programs and activities to accommodate their specific requirements, and ensures equal access and participation.