

JOB DESCRIPTION

Workshop assistant

Volunteer Name		
EYH Contact		
Name & Mobile No		
Language		
Workshop name		
Location		

PURPOSE OF THE ROLE

Assisting the workshop leader and are responsible for liaising with the Events Manager for any requirements or any needs outside the workshop as the leaders cannot leave the room. Take care that the girls leave the room after the workshop and in case of emergency bring them to the workshop guides.

KEY TASKS & RESPONSIBILITIES

- 1) Introduce yourself to the Events Manager. Ask her any questions you may have. She is your point of contact when you need something.
- 2) Ask the workshop leader what she wants you to do
- 3) Support the workshop leader to arrange the room before and after the workshop
- 4) Ensure that the girls leave the workshop afterwards, to go to the next workshop or lunch **and** are taken care by the workshop guides
- 5) In case of an emergency evacuation, **immediately** bring **all** the girls to the workshop guide allocated to that workshop.
- 6) Help the girls when problems with the workshop distribution occur – liaise with the workshop guide in case a girl is in the wrong workshop
- 7) Get the items the workshop leader needs from the Events Manager.
- 8) If possible, fill in the A3 worksheet provided with any questions and comments on the workshop. Bring the A3 page to the Events Manager.
- 9) Finally, always help the girls in case of questions

This list is not exhaustive.