

March 2020



Communities 1st

Working with you to make a bigger difference

Helping **YOU** find *meaningful*
Volunteer
Opportunities

Communities 1st is the home to St Albans and Hertsmere Volunteer Centre, providing support and guidance for those who want to become volunteers and those who want to recruit volunteers.

Find some volunteering opportunities in this booklet:

- Administration, Office and Reception
- Advice, Information and Support
- Creative – Art, Craft, Design, Events, Marketing etc
- Drivers
- Trustee / Board / Committees
- Outdoor and Practical, including Animals and Environment
- IT and Technology
- Retail
- Fundraising

Tel: 020 3559 3559

volunteer@communities1st.org.uk

@communities1st     

www.communities1st.org.uk

We have a number of roles that will utilise your office and admin skills.

Roles include:

- Admin Support
- Archivist
- Office Volunteer
- Project Coordinator
- Receptionist
- Secretary



Administration and Reception

• Age UK	Office and Admin
• Computer Friendly St. Albans	Volunteer Co-ordinator
• Herts Inclusive Theatre	Theatre Workshop Assistant
• Look St. Albans	Secretary
• Shopmobility St. Albans	Office Assistant
• St. Albans and District Foodbank	Recruitment Co-ordinator
• St. Albans Salmon Swimming Club for the Disabled	Front Desk Helper
• Sustainable St. Albans	Open Food Garden Coordinator
• The Hospice of St. Francis	IPU Kitchen Admin Support Nominations Admin
• The Willow Foundation	Admin Assistant Day Maker Assistant
• Waterways Experiences	General Secretary
• Communities1st	Admin Assistant Telephone Befriender

If you want to provide advice information and support, we have plenty of roles for you.



**Advice,
Information
and Support**

Roles include:

- Patient Representative
- Info Point Volunteer
- Course Volunteer
- Tour Guide
- Welcomer
- Employment Support

<ul style="list-style-type: none"> ● Age UK 	Visiting Scheme Telephone Club InTouch Information and Advice Hertswise Dementia Hub Day Centre Staff
<ul style="list-style-type: none"> ● Centre 33 	Midweek Helper
<ul style="list-style-type: none"> ● Crossroads Care Hertfordshire North 	Be a friend, Make a Friend Aldenham School
<ul style="list-style-type: none"> ● Crossroads Care Herts South 	Borehamwood Seniors General Helper
<ul style="list-style-type: none"> ● DS Achieve 	Little Achievers Support
<ul style="list-style-type: none"> ● Groundwork East 	Independent Visitor
<ul style="list-style-type: none"> ● Guideposts Trust Hertsmere 	Leisure Projects Support
<ul style="list-style-type: none"> ● HACRO 	Business Mentor
<ul style="list-style-type: none"> ● St Albans District Credit Union 	Loans Officers
<ul style="list-style-type: none"> ● St Albans Lions Club 	Lions Members St Albans Lions Club - New Joiner
<ul style="list-style-type: none"> ● St.Albans and District Foodbank 	Training Co-ordinator
<ul style="list-style-type: none"> ● The Hospice of St Francis 	Inpatient Unit Helper
<ul style="list-style-type: none"> ● Carers in Hertfordshire 	Hub Leader
<ul style="list-style-type: none"> ● Verulam Community Radio 	Volunteer Co-ordinator
<ul style="list-style-type: none"> ● Communities 1st 	Hub Helpers Volunteer Support Mentors Wellbeing Gateway Advisor



These opportunities will help you flex your creative muscles or organisation skills.

Roles include:

- Radio Presenter
- Graphic Designer
- Events Coordinator
- Photographer
- Creative Writer
- Social Media

**Creative –
Art, Craft, Design,
Events, Marketing
etc**

• Computer Friendly St Albans	Social Media Tutor & Helpers
• St. Albans District Credit Union	Digital Marketing Assistants
• St Alban's StEPs CIC	Social Media
• Sustainable St. Albans	Comms and Social Media Events Coordinator
• The Hospice of St. Francis	Events Marshals Marketing Assistant for Trading
• Verulam Community Radio	Marketing Manager
• Communities 1st	Events Speaker/Community Champion Activity and Events Helper

A lot of charity shops are looking for help.

Roles include:

- Cash desk/till work
- eBay Lister
- eBay Packer
- Weekend Assistants
- Shop walker/security
- Gallery Assistant



Retail

• The Hospice of St Francis	Charity Shop Assistant eBay Volunteer Donation Tub Collector Cashier LP specialist
• St. Albans Lions Club	Lions Book Shop

Several charities require drivers to help their service users get around.



Drivers

Roles include:

- Car Driver
- Wheelchair Accessible Vehicle Driver
- Minibus Driver
- Drivers Mate / Escorts
- Van Driver

• Armoral Hill Day Centre	Drivers Mate Driver Mini Bus Escort
• Dawn to Dusk	Driver
• Rennie Grove Hospice Care	Day Hospice Driver
• Special Olympics St Albans	Minibus Driver
• The Hospice of St. Francis	Drivers
• Communities 1st	Drivers Bus Buddies

Are you a people person with good organisational and research skills?



Fundraising

Roles include:


- Grant Writer
- Fundraising Assistant
- Bid Writer
- Home Box Collector

• Abbey Theatre or Company of Ten	Bid Writer
• Cruse Bereavement Care	Fundraiser
• Herts & Middlesex Wildlife Trust	Fundraising Volunteer
• Sustainable St. Albans	Fundraising Assistant
• The Hospice of St. Francis	Home Box Collector

Great if you want to keep active while volunteering!

Roles include:

- Gardener
- Cleaner
- Farm Work
- Woodwork
- Kitchen Assistant
- Leaflet distributor



Outdoor and Practical, including Animals and Environment

• Age UK	Magazine Distributor Hospital and Community Navigation
• Armoral Hill Day Centre	Kitchen Assistant Trestle Table Assistant
• Groundwork East	Green Aiders
• Herts & Middlesex Wildlife Trust	Wildlife Garden
• Sandridge Silver Threads	Set Up Assistant
• Special Olympics St Albans	Sports Volunteers
• St Alban's StEPs CIC	Women's Drop in Cafés – Shine project
• St Albans Council Environment Dept	Flood Warden
• St Albans and Harpenden Friendship	Fit for Fun
• St Albans Salmon Swimming Club for the Disabled	Poolside Spotter Helper in the Water
• The Hospice of St Francis	Sewing Expert Housekeeper
• Communities 1st	Assistant Gardener Estimator for Handyman PAT Tester Assistant Handyman Leaflet and Poster Distributor

We have a couple of roles that will utilise your IT skills to help others

Roles include:

- IT Support
- eBay Lister
- Web Design
- iPad Tutor

IT and Technology

• Computer Friendly St. Albans	iPad Tutor Computer training Tutors and helpers
• St Albans & District Talking Newspapers	Studio Manager/ Audio Engineer Audio/Radio Programme Producer Production Support Readers
• Communities 1st	Digital Champion ICT Admin Support

Many organisations are looking for Trustees and board members to help them with the running of their charity or group.

Roles include:

- Trustee
- Chair person
- Committee Member
- School Governor

Trustee, Board or Committee Member

• Charities of Thomas Lathberye & Richard Raynshaw	Trustee
• DS Achieve	Board Secretary
• Earthworks	Treasurer
• Herts & Middlesex Wildlife Trust	Treasurer
• Mencap Hertsmere	Treasurer
• St Albans Good Neighbour Scheme	Committee Secretary
• Viewpoint	Trustee

Why not join our Timebank?

Our Timebank is a place where your time becomes an alternative form of currency. You give your time to get time back.

Timebanking is a free exchange of time and skills. People give an hour of their time to help someone, and earn a 'time-credit' which can be exchanged for an hour of help for themselves. Almost any type of help can be offered and by anyone.

For each hour you give, you get something back. It's easy, it's fun and it's free!

Everyone's skill is worth exactly the same regardless of the activity offered.

Typical exchanges range from garden or small DIY help, to dog-walking, baking, teaching crafts, music and IT. The timebank members decide what to exchange and as the timebank gets bigger, so does the pool of activities on offer.

Communities 1st Volunteer Centre operates out of:

- **Civic Centre**, St Peter's Street, St Albans AL1 3JE
- **2 Allum Lane**, Elstree WD6 3PJ
- **Community Shop**, 5 Leeming Road, Borehamwood WD6 4EB
- **Caledon Community Centre**, London Colney AL2 1PS
(1st & 3rd Tuesday: 11.00am - 1.30pm)
- **8 Rudolph Road**, Bushey WD23 3DU (Wednesdays: 3.30pm – 5.30pm)
- **Wyllyotts Centre**, Darkes Lane, Potters Bar EN6 2AA (Mondays: 9.30am – 12.30)
- **Radlett Centre**, Aldenham Avenue, WD7 8HL (1st & 3rd Tuesdays: 1.30 – 4.30pm)
- **Redbourn Village Hall**, 63 High Street, Redbourn, AL3 7LW (2nd & 4th Thursdays 9:30am – 11:30am)

Find volunteering opportunities www.do-it.org.uk

For timebanking visit: www.communities1st.org.uk/timebanking

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Hertsmere & St Albans
 **TimeBank** 
Sharing time in our community

 **Volunteer Centre**
Hertsmere & St Albans

Better Business
Linking Business with the Community