



JOB DESCRIPTION

Post Title: Event Volunteer

Responsible to: HLC Assistant

Accountable to: Healthy Living Centre Co-ordinator

JOB SUMMARY

To assist Links Healthy Living Centre staff in organising and running health events.

KEY TASKS / RESPONSIBILITIES

- To assist Links Healthy Living Centre Staff in planning one off health events
- To distribute leaflets, posters, flyers for the health events
- To assist with mail outs
- To assist at the event to ensure the event runs smoothly, e.g. set up centre, help with refreshments