

Volunteer Role Description

Position	Hall Hire Coordinator (Volunteer)
Portfolio	Administration
Supervisor / Mentor	Rose Adams / Anna Itkonen

Purpose of the role
To coordinate all aspects of hiring of Gecko Hall
Tasks and duties
<ul style="list-style-type: none"> - To answer hall hire queries via email and phone in a timely manner - To convey accurate information to the hirer about Gecko's requirements - To ensure all documentation and payments are completed - To enter booking information accurately into the calendar - To ensure the hirer has access to the hall in a timely manner - To communicate with hirers as necessary in a timely and professional manner - To endeavour to sustain bookings throughout the year - To ensure the security of the hall - To attend meetings as required
Estimated hours
5-7 hours a week. (long-term commitment)

Required / desired skills and experience
<ul style="list-style-type: none"> - Administration skills including accurate data entry - Computer skills – Microsoft Office - Great organisational and time management skills - Great customer service skills and a happy outlook - Passion to protect the environment is a must!