

# Volunteer Role Description



**Title:** incredABLE Black Moon Volunteer

## What is involved?

Black Moon volunteers are required **once a month for 4 hours** (from 6.00 – 10.00pm) to assist with the hosting of the incredABLE Black moon disco at the Armagh City Hotel (generally the last Thursday of each month). There are 12 Black Moon discos per year which should average a total number of 48 volunteering hours per year.

## Core Objective:

To work within the incredABLE Black Moon team (young advisors/trainees/We are incredABLE Project Staff) to ensure everyone attending the monthly disco does so in a fun, friendly, safe and empowering environment.

## Duties may include:

- Branding Support: placing pull-ups, banners, posters, signage as appropriate
- Floor support: Ensuring Fringe Lounge including dance floor is safe (i.e. clear of any debris, hazards)
- Door Support: Ensuring a smooth door entry for attendees, including stamping, managing receipts, counting numbers, checking ID if required
- Ensure participants' safety by following organisational procedures (i.e Event Risk Assessment)
- Act as a liaison for parents/carers/attendees at the event (e.g. communicating to incredABLE Black Moon coordinating/hotel staff any attendee requests/issues)
- Being an incredABLE Black Moon Ambassador - promoting the event in a positive and empowering manner/encouraging everyone to have fun on the dance floor!
- Helping with the weekly raffle/sourcing prizes
- Communicate any concerns with the project coordinator/ on-call, e.g. incidents/accidents etc

## What is expected of you?

As an incredABLE Black Moon volunteer you are expected to familiarise yourself with the information related to the event and carry out your role to the standard specified by the organisations volunteer rights and responsibilities code.

**Useful Skills:** Event management, Dance, Drama, Creative thinking, Marketing

## What support will you get?

**Induction Training:** Once you have completed the application process you will receive Induction training on the work of incredABLE and ethos of incredABLE Black Moon.

**Volunteer training:** Access to incredABLE training throughout the year (e.g. Safeguarding/Disability Awareness)

**Volunteer Expenses:** Out of pocket expenses (e.g, mileage, food and beverages) as pertaining to your role.

## Next Steps:

- Thoroughly **read this document** ask for clarification on anything that you feel unsure about.
- Complete a **volunteer application form** - Telephone **028 38 872111** Email **info@incredible.org.uk**
- Complete your **Access NI Enhanced Check Procedure**
- Attend a **volunteer induction session/training as required**