

## Volunteer Role Description: Volunteer Resource Box Officer



<b>Role Title:</b>	<b>Resource Box Officer</b>
<b>Role purpose:</b>	<p>Primary purpose: To help check the contents of CDEC's resource box collection before and after they are loaned out to schools</p> <p>Scope to develop: To help us create new and relevant resource boxes for schools and groups</p>
<b>Where:</b>	CDEC's office at Low Nook, Rydal Road, Ambleside
<b>When:</b>	<p>For a day at the start and end of each school half term.</p> <p>So typically:</p> <ul style="list-style-type: none"> <li>• autumn term: during the first week (early September), mid October, early November, mid December</li> <li>• spring term: early January, mid and late February, late March</li> <li>• summer term: mid April, late May, early June and mid July</li> </ul>
<b>Key tasks:</b>	<ul style="list-style-type: none"> <li>• Prepare boxes by checking them so that they are ready to be loaned out to schools</li> <li>• Once they've returned from schools, check the boxes to ensure all the contents are there</li> <li>• There is scope too for learning about the boxes, understanding where they could be developed, seeing opportunities for new boxes and updating them.</li> </ul>
<b>Skills needed</b>	<ul style="list-style-type: none"> <li>• An eye for detail</li> <li>• Systematic and accurate approach to checking</li> <li>• It would be an advantage (but isn't crucial) if you are familiar with the: <ul style="list-style-type: none"> <li>• global learning and development education world</li> <li>• primary curriculum</li> <li>• Sustainable Development Goals (SDGs)</li> </ul> </li> </ul>
<b>What's in it for You:</b>	<ul style="list-style-type: none"> <li>• Contribute to a small, Cumbrian charity</li> <li>• Learn about local development education projects and endeavours</li> </ul>
<b>Contact name and details for volunteers</b>	Laura Goad <a href="mailto:laura@cdec.org.uk">laura@cdec.org.uk</a> or Lucy Graham <a href="mailto:lucy@cdec.org.uk">lucy@cdec.org.uk</a> or call 015394 31602