

## Volunteering opportunities at Watchtree

Community group	
Fundraising and outreach for fundraising	Engaging people in fundraising activities - sportives, long distance rides, family fun days, taking part in existing rides with Watchtree as the beneficiary. Contacting and engaging local businesses, educational establishments, clubs and individuals to support, sponsor and take part in activities to raise funds for Watchtree
Develop Supporters pack – how to fundraise for Watchtree	Supporters pack for fundraising –how to - just giving, sponsorship forms, posters, t-shirt, freebies, maps, existing long distance rides, activities ideas pack – draw up a JD send to Kathryn to circulate
Events support	Helping with events and Broadening the events that Watchtree does – such as family fun days, annual cycling and walking festival (like opening of the track event) race nights, local school based sponsored rides, competitions, workplace challenges, cycle quiz etc. organising and running
Memberships – new and renewals	Further develop membership and supporters pack (just to support what Watchtree does – (nature and inclusive cycling) and market to local groups and organisations – local discounts, try-outs, discounts on use, event hire, newsletter, t-shirt, car sticker, badge ? ? ?
Publicity and promotion	Press and Media Work with local organisations and businesses - Investigate and make the contacts – (look for contacts that can help with legacies) as well as Rotary/Round table/Lions and businesses and engage as supporters/promote Develop promotional materials Newsletter – mail chimp to email
Help with developing the adaptive performance sports cycling role at the centre	Draw up terms of use, hire agreement, risk assessment and promote the service to appropriate participant groups and individuals

Other practical roles	
Front of house and visitor reception duties	Front of house and meet and greet – cover for office, enquiries, phones and visitors, registration documentation and monitoring and evaluation paperwork, new people introductions and paperwork
Admin support – can do that from external location	Finance, record keeping, registration, monitoring and evaluation paperwork, collation and production of brief reports, responding to emails and enquiries, thank you letter writing, production of membership packs, administration of fundraising packs,
Volunteer recruitment	Find new people to fill volunteer roles – contacts, emails, facebook, twitter, parents, carers and participants, colleges and Universities (work experience)
Wider outreach	Contacts in Carlisle, Penrith and wider region, SEN schools, colleges in the NW, regional organisations – ICC cluster network – promote the centre and encourage day trips and partnerships Other nature reserves, Ramblers, Sustrans, Scope, Mind, National Autism Society other organisations working for SEN, physical impairments, elderly, mental health, veterans, weight management
Sessional support workers	Deliver and take part in sessions and support the delivery of activities, undertake training as necessary and help with stretch activities
Volunteer job descriptions	Further develop job descriptions for engagement of more volunteers
What they want to do	Any other activities that people feel would be useful to the centre and the Nature reserve