



Volunteer coordinator

Marlens' main objective is to bring life to Clevedon Marine Lake. It can only do this with the help and willing support of our volunteers, who are our greatest asset. To help support their work we need a volunteer coordinator. It's a hands-on operational role based at the lake and Hive on a part-time voluntary basis. It will help meet the changing needs of our growing lake community.

If you love the lake, have excellent team and organisational skills and are interested in finding out more we would love to hear from you. Please contact chair@marlens.org.uk.

Background

Since 2019, the lake community has more than quadrupled in size. The main Facebook group went from ~ 600 to more than 4,000 members; the volunteers' WhatsApp group trebled in size.

As well as the size of the lake user and volunteer community growing hugely, the remit has grown too. The lake now caters for more users from a wider cross-section of society.

Volunteers are Marlens' greatest asset. The volunteer pool has grown and there is increased demand for its valuable work (lake maintenance, litter picking, tasks in The Hive, etc). There is also a need for volunteer training and development.

The role of Volunteer coordinator

The role may change and develop, but tasks will fall into two categories:

Looking after volunteers:

- Acting as point of contact for volunteers, with excellent team skills
- Ensuring that volunteers are inducted; and identifying volunteers' training requirements
- Keeping the 'jobs to do' board updated
- Ensuring the first aid kit stays replenished and first aid is reported
- Reporting accidents and incidents to the chair
- Helping recruit volunteers for events, e.g. Light up the Lake, Lake Day, Winterfest and drain downs.

Looking after the lake environment (with other volunteers):

- Identifying what needs cleaning, mending and replacing and communicating this to trustees or volunteers as appropriate
- Ensuring that the Hive and shutter store are clean and tidy
- Logging lost property
- Putting up notices – e.g. poor water quality, overtopping tide times etc
- Ensuring that the flags are flying
- Helping organise the lake drain down
- Identifying what's needed from a strategic point of view – what are people asking for?