The Community Cinema

Volunteers Handbook

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# INTRODUCTION

Welcome to the Community Cinema.

People may volunteer for any of a number of reasons. Some of these could be to fulfil their ambitions, to do good work, or to release their creativity. The Community Cinema could be the place to do this as it relies on volunteers not only to run the screening. There are many opportunities for volunteers to make use of their many skills whilst working with people of all ages.

This Volunteer Handbook gives an insight into the volunteering options and support that will be available to you.

The committee is made up of six members, including a chairman, secretary, and treasurer who are all volunteers; the membership of the committee is reviewed regularly. The Volunteer Coordinator Mel Bailey is also a volunteer and plays as many varied roles that may be required on screenings.

If you do not have an e-mail address you may write to the Volunteer Coordinator at

Co Bridgefield House

Double Rivers

Crowle

North Lincolnshire

DN17 4DD

Alternatively, you can telephone on 01724 710504 or 07854413518.

# OPPORTUNITIES FOR VOLUNTEERING

**Route to Volunteering**

* **STEP ONE** – fill in a volunteering registration form.
* **STEP TWO** – Attend an informal chat

This gives information about the community cinema as well as an outline of how the community cinema operates and where you as a volunteer can help.

* **STEP FOUR** – How to start volunteering

# TRAINING

The Volunteer Coordinator will arrange with another experienced volunteer to act as your mentor during your first screenings your mentor will demonstrate to you what will be required before, during and after the Screenings. During the screenings the volunteer Coordinator will manager/supervisor all volunteering activities and will advise what further training may be required by the volunteer with mutual agreement.

The Volunteer Coordinator can be contacted by e-mail to:- melvyn436@btinternet.com

FRONT OF HOUSE:

Catering - This is a very important part of the community cinema as every screening starts my providing refreshments to our guests many whom may have travelled from the outlying community

All of this requires a dedicated team of voluntary staff who are always happy to work and make the screenings a pleasant activity for all.

Entry ticket inspection – This is the first time our guests meet our volunteer staff on the evening or whatever time we have our screenings. Volunteers are always expected to be polite and give a warm welcome to all our guests assisting them where necessary. This is often downstairs until the film screening starts when you will then be able to sit and enjoy the film yourself.

Marketing and Administration – The marketing and administration staff are dealt with by two of our experienced volunteer marketing staff who are also members of the committee.

# OTHER SUPPORT VOLUNTEERS:

There are many jobs that crop up suddenly and without warning this is where our volunteers play a vital role in keeping the show on the road with as little disturbance to our guests as possible.

Personal Standards It is expected as in all volunteering, that we present ourselves in a tidy **a** manner **as possible** after all we are all representing the C**ommunity** Cinema. **Remember: First Impressions count.**