

## JOB DESCRIPTION

**Job Title: Stone Age School Volunteer x 4-6 positions**

**Reporting To: General Manager / Education Officer**

**Job Type: Part Time**

### **Outline of job and duties**

As part of the development of the Stone Age School at Kents Cavern, we are looking to recruit volunteers to take charge of our Palaeotable, craft activities and exhibition area on the weekends. The Palaeotable involves interacting with customers of all ages and abilities, showing them replica and real artefacts from the Stone Age and explaining how and why our prehistoric ancestors might have used them in a fun, informative manner. Craft activities might include pouch making, clay jewellery making, instrument making and art, all with a prehistoric theme. Volunteers will also be required to carry out face painting with visitors. Volunteers will be on hand in the exhibition area to talk with visitors on site and answer any questions they might have about the exhibits.

No prior knowledge of Kents Cavern or the Stone Age is required as appropriate training will be given however excellent interpersonal and customer service skills, a smart appearance and a confident approach to dealing with the public are essential.

You will be required to wear uniform that is provided.

**PLEASE NOTE:** *Minimum age for this volunteer role is 16 and above.*

### **Hours**

The role requires the candidate to be able to work daytime shifts on Saturdays and/or Sundays from 10.30am-3.30pm (5 hours), including a 30 minute lunch break, for a minimum of 2 shifts per month (10 hours).

Any existing holiday commitments should be noted on your CV and we will take these into consideration when determining your suitability for the role.

### **Training**

All volunteers will be given appropriate training on all activities that they are expected to deliver. There may also be future opportunities to take part in training events for pre-historic skills such as fire-making and flint knapping.

### **Health and safety**

The company has a clear health and safety policy and this must be followed at all times. Checklists and procedures assist in the delivery of this policy and must be completed thoroughly. Full training will be given.

### **Other duties**

The above list is not designed to be exhaustive and you may be asked to assist in other areas as required by the business and subject to the necessary training being given. We pride ourselves on the team spirit which operates not only within departments, but also between departments and a good candidate will be prepared to step in and help in any department where they can see a need.

### **Perks of volunteering at Kents Cavern**

All volunteers at Kents Cavern are given the same benefits as paid staff members.

- Free entry to cave tours + 10% off admissions for friends and family
- 10% discounts on special events
- 10% discount on all retail items in the shop
- 10% discount in Firestone Kitchen

Additionally, all volunteers will be entitled to a free lunch in Firestone Kitchen on their day of work.

### **How to apply**

Please send in your CV to:

Elliot Ling  
Kents Cavern Prehistoric Caves  
Ilsham Road  
Torquay  
TQ1 2JF

Alternatively email your application to [\*\*caves@kents-cavern.co.uk\*\*](mailto:caves@kents-cavern.co.uk)

### **Application deadline and interviews**

Application deadline is Friday 3<sup>rd</sup> January at 11.59 PM. All successful applicants will be required to take part in an interview to determine their suitability for the role. Interviews will be arranged over the week commencing Monday 6<sup>th</sup> January. If you haven't heard back from a member of the Kents Cavern team by Wednesday 8<sup>th</sup> January, unfortunately you have been unsuccessful.