

Volunteer Role Description

Role title
Visitor Centre Young Volunteer (13-17 years)
Based at location
Nature Discovery Centre
Purpose of the role
To assist BBOWT staff and other volunteers in delivering excellent visitor experience through a variety of tasks inside and around the visitor centre and nature reserve.
Type of work you in which you will be involved
<ul style="list-style-type: none"> • Preparing the visitor centre for opening and closing <ul style="list-style-type: none"> ○ Placing out the tables, chairs and other items inside and outside the visitor centre ○ Putting up the umbrellas on hot days • Assisting with the operation of the shop and café <ul style="list-style-type: none"> ○ Restocking the shop and café shelves ○ Clearing café tables and washing up • Supporting with tasks around the Visitor Centre and Reserve <ul style="list-style-type: none"> ○ Litter picking and sweeping around the outside area and café tables ○ Opening/closing the hides and refilling the bird feeders ○ Ensuring the mobility scooter (Tramper) is clean, charged and moved into position ○ Cleaning signage
Experience &/or qualifications needed
<ul style="list-style-type: none"> • A willingness to help with a variety of tasks as directed by the Duty Manager • Friendly and enthusiastic manner • Being a team player
Suitable for Under 18s
<p>13-15 with supervision of the Duty Manager 16-17 under supervision (not necessarily accompanied) of an 18+ volunteer or staff member All supervisors have received Safeguarding Training and are DBS checked.</p>

Times/days we would like you to be available
Timings to be confirmed, typically hours available between 9am-4.30pm. Short-term opportunity during holidays or longer term available.
Benefits to volunteer & possible training opportunities
<ul style="list-style-type: none"> • The chance to be actively involved at one of BBOWT's flagship sites. • Great opportunity to utilise your skills and meet new people. • The chance to learn new skills and benefit from training in a wide range of practical tasks. • Getting to know the dedicated, cheerful, and friendly team of other volunteers. • A programme of BBOWT events with opportunities to meet other volunteers and staff • Receive news and discounts
You will be responsible to
Visitor Centre Duty Manager
Expenses payable
No
Interview, References or DBS check required
An informal meeting is required before registration to talk about the role including relevant skills and experience. Volunteer registration and a Parental Consent Form is required before volunteering can commence. Please note we are unable to communicate by email directly with an under 18 – please copy in a parent/guardian to each email.
Safeguarding
<p>Berkshire, Buckinghamshire, and Oxfordshire Wildlife Trust (BBOWT) operates to safeguard children and adults at risk from harm and to provide staff and volunteers with the principles that guide our approach to safeguarding.</p> <p>We have a duty of care and are committed to the protection and safety of children and adults at risk who are involved as visitors and as participants in all our activities. We also want to protect and support our staff who work with or meet with these groups.</p> <p>For further information please see our safeguarding policy statement: https://www.bbowl.org.uk/sites/default/files/2025-05/safeguarding-vulnerable-people-policy-0325.pdf</p>

