



## **ORGANISATION/COMPANY**

### **LYME REGIS AND CHARMOUTH RNLI GUILD**

## **ABOUT THIS OPPORTUNITY**

We are a small Committee who organise the annual Lyme Regis Lifeboat Week (23-30 Jul 2016). We raise money with your help so that the Lyme Regis Crew in their endeavours can keep on saving lives at sea.

We are looking for several volunteer Committee members to help organise the week of events and other fundraising events throughout the year. Ideally we are looking for people with good communication skills, have good computer skills and like working with the public, local organisations and the RNLI. We have defined roles available which include:

Secretary - this role is for taking meeting notes/minutes and answering correspondence by post, e-mail and by telephone. Ordering online stationery.

Advertising officer - this role is generally based around RNLI advertising for the Lifeboat Week via programme and promoting events.

Health and Safety/Event Management - Keeping all details of events up to date.

Other roles are based on being part of a Committee whilst keeping the ethos of Fundraising for the RNLI in Lyme Regis. Please contact us for an informal chat.

## **AVAILABILITY**

To be agreed.

## **HOW TO APPLY**

*If this or any other volunteering opportunity is of interest to you please contact:*

*Carol Davies, Volunteer Coordinator, Lyme Regis Development Trust.*

*Tel: 01297 444570 Email: [volunteeringatlrtd@gmail.com](mailto:volunteeringatlrtd@gmail.com)*