

Our wonderful Secretary, Di, would love a little assistance on Thursday and/or Sunday mornings, on a short term or ongoing basis.

Duties include:

- Opening up the clubrooms and setting the room up for the morning. Putting sign in sheet, flyers, banner, newsletter, etc out for all to see and use. Getting tea/coffee/biscuits set up ready for use.
- Meeting members as they sign in for their class.
- Meeting and greeting potential new members. Advising them of the requirements of membership, what they need to bring to facilitate enrolment, etc.
- Signing up new members. Ensuring all forms are filled in correctly, and relevant documents sighted. Taking payment. Making up membership badges. Giving a brief rundown of how the club works.
- Dealing with cash payments from new or rejoining memberships, daily fees, equipment sales, petty cash. Preparing the money for handover to our Treasurer, Eva.
- Ringing the bell to signify classes have commenced or finished.
- Other duties as required, which could include contacting Council regarding building faults, buying supplies, etc.

This role is not suitable for anyone attending our classes at the moment, because you will not have time to train your dog as well as helping out inside.

No dog training, or training advice is required. Any such questions would be referred onto one of our instructors.

Anyone willing to take on the role, or even to have a try out, will be provided with training, guidance and support. Ongoing volunteers are supplied with uniforms, and are encouraged to attend our bi-annual volunteer lunch. We have a professional development sponsorship policy for volunteers.

This position could be perfect for family, friends, or neighbours who may be at a bit of a loose end, or for someone interested in a volunteer role with a friendly group.

Di will be taking leave later in the year, so we would like to fill this role as soon as we can. This is to ensure that her position is covered and so that her assistant, or assistants, are fully trained up prior to her absence.

Interested, or would like more information? Speak to Di, or to any of our Committee members.