

## Administration volunteers

### Why we need you:

To support your local area event manager/organiser during Race for Life.

### What will I be doing?

This role will involve some or all of the following activities:

- Assisting with setting up the administration marquees
- Following procedures for participants who may have lost their running numbers
- Dealing with general enquiries about the event and Cancer Research UK
- Registering volunteers who turn up on the day
- Assisting with clearing away the administration area

### What skills do I need?

- Good interpersonal skills
- Good communication skills
- Good practical skills
- A willingness to muck in and work as part of a team
- A proactive attitude

### How much time do I need to commit?

We are looking for a volunteer to be available for approximately 4 hours per event. You could help out at more than one event – whatever suits you.

### What support will I be given?

A dedicated area event manager will brief, guide and support you on the day.

### What benefits can I expect?

- The satisfaction of knowing you are making a valuable contribution to Cancer Research UK and raising money for the cause
- The buzz of helping to set up and run successful events
- The enjoyment of meeting new people within your community and being part of our local team
- The opportunity to develop communication and fundraising event skills
- The chance to gain experience of working with one of the UK's leading charities on its premier national event series
- Catering will be provided.

### Where can I find my nearest Race for Life event?

Your nearest Race for Life event can be found at [www.raceforlife.org/findanevent](http://www.raceforlife.org/findanevent).

### How do I apply?

Register today at <http://supportus.cancerresearchuk.org/volunteeringraceforlife>.

*Together we will beat cancer*