

Volunteer-Intern

Pax Lodge, London UK

Pax Lodge is one of our five World Centres and is a place for members and families of the World Association of Girl Guides and Girl Scouts to meet. It offers accommodation (for guiding/scouting and non-guiding/non-scouting guests), meeting facilities for different companies, international volunteering programmes, programmes and a wide range of activities.

As a Volunteer-Intern you would be closely working with Deputy World Centre Manager – Programme, Front of House staff and Guests that can be either with or without Guiding/Scouting background.

You will be assisting World Centre Manager, Deputy World Centre Managers and Front of House Co-ordinators to ensure the smooth running of the centre and to establish and maintain a friendly and welcoming atmosphere for all guests and visitors.

Volunteer positions are from 3 – 6 months (see Volunteer Application Form B for specific details) and we are able to provide free accommodation while you are here (bedrooms may be shared with up to one other volunteer-intern, use of communal toilets, showers, general living space and kitchen), food for the duration of your placement and up to £500.00 reimbursement for qualifying travel and visa expenses.

What can you expect:

- Daily breakfast service (including food preparation and clean-up).
- Daily laundry.
- Respond to guest needs and requests.
- Prepare facility space for conference and activity use.
- Provide occasional and basic lunch and/or dinner service to groups.
- Occasional guest room service (e.g. housekeeping).
- Plan, coordinate and deliver programme activities and events for guests and participants.
- Rotational coverage of online marketing and social media outlets.
- Staff the front desk and welcome guests to Pax Lodge.
- Respond to guest and client enquiries received by phone, email or in person.
- Assist in the shop as required.
- General administration duties.

What do we expect:

- Previous and current participation in Girl Guiding and/or Girl Scouting movements.
- Working knowledge of native country's Girl Guide or Girl Scout programme, and ability to share customs and traditions.
- Basic ability to understand and communicate using the English language.
- Ability to live and work closely with a team.
- Respect for diversity and differences.
- Flexibility, patience and ability to cope with changing priorities.
- Willingness to take direction and learn new skills and tasks.
- Generally able to learn basic new skills (both manual and IT related) quickly.
- Ability to regularly lift and carry up to 15kg.
- Overall positive demeanour.

How does it work:

Volunteer-Interns work different day patterns and are off on different days and their time is divided in different areas of the Centre, including Kitchen, Housekeeping, Programme and Office. Working on the volunteer rota covering shifts between 7:00-21:00 and usually consists of five days on and two days off. This means that you will have different days off each week. While on duty you will have an opportunity to work in each area, although this may vary.

Occasionally we can adjust the rota to accommodate specific days off (e.g. if you have friends or family visiting) but this is not always possible. Notice the month before is required for any requests to change the rota.