



Quaker Open Christmas 2009
Union Chapel, Islington, London
23rd to 30th December

Quaker Open Christmas Job Descriptions:

PENN CLUB HELPER

John Ward, a Trustee of the Penn Club, is responsible for looking after the Penn Club Building and Volunteers who stay there during Quaker Open Christmas. This role is designed to assist John so that he is not 'on-call' 24 hours/day.

In this role you will be responsible for:

- Checking in Volunteers, explaining the policies of the Penn Club, and helping them find their rooms.
- Helping the Shifts with their transportation to Union Chapel (eg asking people if they have signed the appropriate list, etc.).
- Helping to maintain the security of the Penn Club.
- Helping John with the Breakfast, Lunch and Dinner offered to the Volunteers, as needed.

Some things to be aware of:

- Although this job is not linking to any particular shift, it will have to be performed every day.
- This job does not have any direct contact with the Quaker Open Christmas Shelter or the Guests, although this person would be quite welcome to visit the Shelter and meet Guests.
- This job is most suitable for someone who is available from 23rd to 30th December.