

Friends of Regent's Park & Primrose Hill – Gazebo Visitor Centre Task list for volunteers

JOB TITLE: Gazebo volunteer

LOCATED: Usually near Clarence Gate

REPORTING TO: Volunteer manager

The Gazebo operates on Saturday's Sundays and Bank Holiday Monday from mid-June to mid-September. Operating hours are 10.00 to 16.30. there is a morning and an afternoon session, and each session requires at least 2 volunteers.

Volunteers can choose their preferred date and time on the website at <https://www.friendsofregentspark.org/the-friends/volunteering/>

The Gazebo is transported at 10.00 to the chosen site (usually at Clarence Gate) by idverde staff who erect it, although they may need a little help from the volunteers. Sandbag weights must be attached to the legs if high winds are expected. The sides can be removed if it gets very hot. Idverde staff dismantle it and take it away at about 16.45.

The Gazebo has a display table and chairs, and water is provided (needed on very hot days) as well as a first aid kit. It is also supplied with emergency contact numbers such as the Park Duty Officer, Police and Friends contact numbers.

Volunteers need to be familiar with the Park and be able to answer questions from visitors (often from overseas) about where to go in the Park. Typical questions are, for example, Where is the nearest toilet? Where can I get a coffee? How do I get to the Zoo? Where is the Bandstand concert today?

Volunteers at the Gazebo are provided with material to hand out to visitors, Park maps, brochures, events information etc. There are also one or two items for sale such as greetings cards painted by our resident artist Jesse Bevan-Brown, postcards of Park photos and a Treasure Trails game for families. Volunteers are also trained to encourage people visiting the Gazebo to join the Friends and are

equipped with an electronic tablet and paper sign up forms. There is a ZETTLE machine supplied to take payments and a Donation box to take cash and occasional donations.

Volunteers with prior experience provide training to new volunteers, in particular on how to use the ZETTLE machine and how to sign up new members. There is a full operating manual covering all topics available at the Gazebo.

May 2024