



Volunteer Guide

Support Team Assistant

These are our most involved volunteer roles, requiring 3-4 hours a day, once or twice a week. They are a key part of our Operations Team providing direct support to the guests as well as admin and other types of support to the shelter. Support Team Assistants need to be computer literate, flexible and happy to work alone on occasion.

Volunteers are expected to:

- Weekly progress meetings with guests to set goals and follow up if they have been achieved
- Assisting guests in applying for benefits, ID, jobs, bank accounts
- Keeping on top of the site - making sure laundry is out on the right day, encouraging the guests to keep things clean and tidy, organising maintenance work and allowing access
- Keeping in touch with former guests
- Greeting visitors and accepting (or declining) donations
- Taking guests to doctor appointments, job interviews, house viewings
- Managing the online records
- Various administration jobs
- Communication with wider volunteer base via WhatsApp
- Carrying out and recording guest drug testing

Cooking Volunteer

Our Cooking volunteers are the hidden gems who work in the background to help us plan and prepare meals for our guests. Meal planning is done online and is led by our volunteer coordinator.

Cooking volunteers cook everything at home and just drop food to our site ready to warm up.

Typically, you would cook for around 7 to 9 people, and you are welcome to cook as regularly as you wish. We are happy to reimburse the cost of ingredients up to £2 per meal per person.



Gardening Volunteer

We have a group of volunteers responsible for the grounds at George House all year round.

As part of our planning permission for the site we had to plant 300 shrubs! So we need them taking care of in addition to other gardening tasks.

These volunteers have the opportunity to enhance the site environment and we love to get the guests involved as well.

You can volunteer to do this as much or as little as you like.

Next Steps.....

If you like what you've seen and think you can offer your time and skills to The Bus Shelter MK then we'd love for you to apply

All you need to do is complete the volunteer form (the link is on our website), simply enter your contact details and our Volunteer Manager will be in touch with you.

Just so you know, we will require you to under take a DBS check before you start volunteering with us (we'll send you all the instructions for this) and for our Support Team Assistants we will ask for a CV and covering letter and will meet with you to ensure that this role is the right one for you.