



Volunteer Role Description

Role: Workshop Assistant

Location: Nemo Arts, Glasgow

Responsible to: Workshop Tutor / CEO

Purpose of the Role

Volunteer Workshop Assistants play a vital role in helping Nemo Arts deliver engaging and supportive creative sessions. This role involves supporting tutors, encouraging participants, and ensuring workshops run smoothly in a welcoming, inclusive environment.

Main Tasks & Responsibilities

- Help set up the workshop space before sessions and tidy up afterwards
- Welcome participants and help them feel comfortable in the group
- Provide encouragement and practical support during activities
- Assist the tutor with distributing materials and managing the session
- Be attentive to the needs of participants, offering a listening ear and support where appropriate
- Work as part of the Nemo Arts team to ensure workshops are safe, inclusive, and enjoyable for all

Skills & Qualities We're Looking For

- Friendly, supportive, and approachable
- Interest in the arts (Visual Art, Guitar, Theatre, Crochet, Creative Writing, or Choir)
- Good communication and interpersonal skills
- Reliable and committed
- Respectful of confidentiality and sensitive to mental health needs

Time Commitment

Workshops run weekly and last around 2 hours, plus time for setting up and clearing away. We ask volunteers to commit to a regular session where possible, to build trust and continuity with participants.

What You'll Gain

- The chance to make a real difference in people's lives
- Experience supporting creative sessions in a community arts setting
- The opportunity to develop your skills and confidence
- Being part of a welcoming and supportive team

Additional Information

- All volunteers are required to complete a PVG check (Protecting Vulnerable Groups)
- To apply, please send a one page letter outlining your experience and why you would like to join our volunteer team to hugh@nemoarts.org