

Job Description for a Training Hostess

If you have agreed to be hostess at a training session you may wonder what your responsibilities are. These are listed below;

Prior to the session;

- The Training Administrator will send you a list of attendees expected. Take a printed copy to the session to use as a register.
- Buy tea bags, coffee, milk, sugar, squash and biscuits and/or fruit. Ensure that there is water, kettle and cups at the venue or arrange to take these too.
- Make sure your mobile phone is charged (unless there is a phone you can use at the venue) in case of emergency.
- Ensure you know how to get into the venue - collect key, liaise with caretaker etc.

At the session;

- Arrive early, in uniform if possible, and be ready to greet the Trainer. She might need help carrying things in.
- Offer to help the Trainer get set up - note that some will welcome help, while others like to be left to get it done themselves. Don't be offended if they refuse help!
- Ask the Trainer how she would like the room laid out, and again offer to help with this.
- Look out for people arriving, especially if the venue is hard to find. Maybe a Guiding sign, banner or flag can be displayed outside?
- Make drinks for people on arrival.
- Ask people to tick or sign the register when they arrive. If a First Aid session then collect payments.
- Before the session begins make sure that everyone knows where the toilets and fire exits are. You can announce this yourself, or tell the Trainer who will do so for you.

After the session;

- Thank the Trainer on behalf of everyone.
- Offer to help the Trainer pack up her resources.
- Tidy the venue, including kitchen area and wash up cups - people are usually very willing to help you with this 😊
- Ensure that everyone (especially Young Leaders waiting for parents) has transport home.
- Lock up the venue, or hand over to caretaker as appropriate.
- Send the register, or list of those that attended to the Training Administrator (the person who originally sent it to you).
- Send any expenses you have for venue hire and/or refreshments to the Training Administrator with your contact details so that you can be reimbursed.
- If First Aid - the Training Administrator will tell you how to pay money collected into the County Training Account

Well Done and Thankyou 😊

In emergency refer to the County Crisis Plan on the Girlguiding Norfolk website.

