



ADMIN/RUNNER ASSISTANT VOLUNTEER

Kinetika Bloco started in 2000 and our mission has been to get young people from South London engaged in long-term creative activity advancing their education, skills, and capacity. Through music, dance, design and leadership activities, we draw our influences from the Caribbean, Brazil, Africa and New Orleans. Our regular activities include workshops in Dance, Steel Pans, Samba Drumming and Brass and Woodwind.

We are looking for someone to support with the day-to-day administrative tasks to help keep Senior Summer School running efficiently and to schedule.

What you will be doing

- Register hand out and collection, making sure that everyone who is late signs in
- Supporting to keep the day running on schedule by going around and reminding sections when things are happening
- Meeting visitors and showing them there to go
- Support CEO with errands

Essential skills/experience:

- Reliable, punctual and trustworthy
- Approachable and welcoming
- Passionate, enthusiastic, compassionate, understanding and have an open minded approach
- Being passionate about youth arts and wanting to encourage growth and development in others

If you don't already have one, you will be required to undergo a DBS check, please [CHECK HERE](#) to ensure you will be able to provide the relevant documents to complete this.

Volunteering dates : Senior Summer School

Dates: Monday 3rd to Friday 14th August (weekdays only)

Hours: 10am - 6pm

Location: Southbank Centre, Belvedere Road, London, SE1 8XX

Reporting to: Tamzyn Marchev, CEO

We would ideally want someone who can do the entire summer school.

TO APPLY:

Please answer the questions in this link: [Volunteer sign up form 2026 – Fill in form](#)

If you need any help or have any questions, please email Aneira at aneira@kinetikabloco.co.uk or call on **07774 968678** (Monday – Friday) or **0207 960 4232** (Mondays, Wednesdays and Fridays only)