

## Volunteer Task Description and Person Specification

<b>Role</b>	Charity Shop Volunteer
<b>Reporting to</b>	Shop Managers/Deputy Shop Manager
<b>Time Period</b>	On going

### Volunteer Tasks

- To organise donations delivered to the shops
- To help plan and deliver good customer service within our shops
- To help operate the till
- To help make an attractive window display from donated goods
- To help arrange goods on the shop floor
- To help organise and support community events
- To help with consultation events
- To help distribute publicity about Child Dynamix
- To attend local meetings or presentations with shop staff
- To come up with ideas for donations where appropriate
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

You will not need any special skills to do the role and we will support you during the time you are volunteering with us. However, we would like you to be able to show:

- A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment.
- Enthusiasm and interest for the role
- A desire to undertake role specific training and a commitment to learning
- The ability to engage and communicate with the community
- To comply with all policies, procedures and code of conduct set by Child Dynamix

Volunteering in the Child Dynamix charity shop will enable you to meet lots of different people, be a valued of a team and learn new skills.

If you are interested in volunteering please contact:

Elmbridge Parade, Greatfield (01482) 718005 or Head Office (01482) 221425

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are “spent” must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

Applicants will need to give permission for an enhanced Disclosure and Barring Service check to be made.

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