

Volunteer Donations Centre Assistant – Role Description

Purpose of the Position	To support our shops by sorting and storing donations.
Supervisor	Donations Centre Manager
Tasks Involved	<ul style="list-style-type: none"> ✂ Store donations safely. ✂ Sort and/ or hang clothing. ✂ Sort and store non clothing. ✂ Identify, sort and tag Gift Aid items. ✂ Bag items for storage or rag. ✂ Replace batteries in toys, watches etc. ✂ Sort Jewellery. ✂ Identify suitable items for eBay. ✂ Completing time sheets, recording your duties.
Duty Times	<ul style="list-style-type: none"> ✂ Generally regular 3-4 hours shifts but as and when can be arranged. <p>Volunteers pick from the above list what they would prefer to do.</p>
Desired Skills	<ul style="list-style-type: none"> ✂ Attention to detail. ✂ Good organisational skills. ✂ Can work as part of a team. ✂ Physically fit (some sitting down tasks are available) ✂ Willingness to learn new skills. ✂ Ability to commit some time to the organisation.
Benefits to Volunteers	<ul style="list-style-type: none"> ✂ Being part of a dedicated team ✂ A sense of fulfilment in providing a much needed service. ✂ Ongoing training and support.
General	<p>All KEMP Hospice employees and volunteers are required to:</p> <ul style="list-style-type: none"> ✂ Abide by the Health & Safety at Work Act. ✂ Respect confidentiality applying to all Hospice areas. ✂ Work within Hospice policies and procedures. ✂ Comply with the Hospice no smoking policy. ✂ Participate in and contribute to team meetings. ✂ Co-operate and liaise with colleagues. ✂ Always behave in a professional manner, reflecting and maintaining KEMP values as set out in the KEMP Way. ✂ Undertake mandatory training.

Other requirements

Two references
A willingness to undertake mandatory training as applicable to the role

Mandatory Training

Volunteer Role	Health & Safety	Moving and Handling
Donations Centre Assistant	✓	✓

KEMP is very flexible when it comes to our volunteers. We aim to accommodate your preferred times and days to work around you. All we ask is that you let us know if you are unable to volunteer as planned.

Thank you for taking an interest in volunteering for KEMP - for more information please contact volunteering@kemphospice.org.uk or call 01562 756000.