

# Volunteer Donation Centre Assistant

## Role Description



<b>Team</b>	Trading Team
<b>Location</b>	Forget Me Not Donation Centre, Unit 12, Leeds Rd Mini Park, Leeds Road, HD1 6PA
<b>Time commitment</b>	4 hours + per week
<b>Days open</b>	Monday, Thursday, Friday and Sunday (open early evenings on Thursday and Fridays)
<b>Claim Expenses</b>	Yes (in line with our Volunteer Expenses Policy)
<b>DBS Check</b>	No
<b>Minimum Age</b>	16 years +

We are looking for volunteers who strive to be brilliant – it's not just money that keeps the cogs turning here at Forget Me Not, it's our fantastic army of volunteers generously donating their time and effort. By becoming part of our volunteering team, you'll find there are many more opportunities to get involved with all things Forget Me Not.

### What will I be doing?

The role of Volunteer Donation Centre Assistant will include:

- Accepting donations from customers and promoting gift aid
- Sorting and processing donated goods
- Ensuring the warehouse is always kept clean and tidy
- Be a positive role model for our younger volunteers

### Who will show me what to do?

Our fantastic Donation Centre Manager will show you the ropes and give you all the support you need to get the most value from your time.

### How many hours will I work?

We appreciate any time you can donate to us and can be flexible to fit around you. For this role, we'd like to offer you a minimum of half a day per week (4 hours).

### Do I need any skills/experience?

It is helpful but not essential because you will be trained to do the tasks we ask you to do. We are looking for volunteers who are:

- Honest, reliable, and trustworthy
- Able to ask for help when needed
- Open, positive & passionate about what we do as a charity

### Benefits

- Full induction & training provided
- Enhance your CV
- Make new friends
- Claim volunteer expenses
- Flexible shifts
- Support the local community

**Skills & qualities that can be gained:**

- Team work
- Staying calm under pressure
- Multitasking
- Customer Service

As a volunteer you will be a representative of Forget Me Not Children's Hospice. We are looking for volunteers who are well presented, polite and can give a positive message about the work of the charity.

All our volunteers are encouraged to attend training and volunteer meetings whenever possible.

For further information please visit [www.forgetmenotchild.co.uk](http://www.forgetmenotchild.co.uk) or contact Mike the Donation Centre Manager on 01484 536836 or email [volunteers@forgetmenotchild.co.uk](mailto:volunteers@forgetmenotchild.co.uk).