

Name of Organisation

Volunteer Role Description

Role: Charity Shop Volunteer (Name of volunteering role)

Purpose (this should explain the reason for the volunteering role)

Organisation charity shop raises funds and promotes of the work of the organisation. Our shop volunteer team help support the work of the organisation.

Benefits

- Meeting new people.
- Be part of a team.
- Support the organisation.
- Develop new skills.
- Travel expenses can be provided in line with the organisation's expenses policy.
- Tea and coffee will be provided.
- Invitation to the organisation's annual Christmas celebration of volunteering.

Key Tasks (list the main tasks the volunteer will undertake)

- Assisting customers on the shop floor.
- Assisting with displaying goods within the shop.
- Accepting and sorting donated goods.
- Helping with the cash desk.

Where and when

Volunteers will be based in our (insert appropriate location) shop.

Volunteering takes place at the following times:

Monday to Friday	10am – 1pm
Monday to Friday	1pm – 4pm
Saturday	9.30am – 12.30pm
Saturday	12.30pm – 3.30pm
Sunday	1pm – 3.30pm

Each volunteer is asked to undertake one volunteering slot per week.

With whom (will the volunteer be working with others etc)

Volunteers will work with the charity shop manager, charity shop supervisor and other volunteers.

Support and Supervision (how will the volunteer be supported and by whom)

The charity shop supervisor and manager will provide support to volunteers on a day to day basis. Regular quarterly volunteer meetings are held to help keep volunteers up to date with the work of the organisation.

Training (if training is given insert here)

Each volunteer will undergo induction training with the charity shop manager or supervisor.

Training in the use of the electronic till, card payment machine and any other equipment necessary will be provided as appropriate.

Expenses

Travel expenses to undertake volunteering or training will be reimbursed in line with the charity's expenses policy.

Other Information

- Membership of the PVG scheme will be required.
- Two references will be required.

This is an example of what a role description may look like, each organisation should adapt to suit both their volunteering opportunities and their organisation's policies and procedures

Example