

## **Volunteer Job Description**

### **The role of a volunteer:**

The volunteers should aim to support the charity wherever possible, complete tasks assigned by the supervisor and uphold the organization's vision and values. Volunteers should be able to follow instructions and aid in improving the overall operations of the organization. To be successful as a volunteer, you should demonstrate active listening and problem-solving skills. Outstanding volunteers should be diligent, meticulous, and take pride in their work.

### **Volunteer Requirements:**

- A willingness to learn and work as part of a team.
- Respectful and diligent.
- A personable manner.
- Keep to agreed working days and times.
- People skills
- To be punctual
- Making recommendations for improvement where feasible and appropriate.
- Observing the rules and safety regulations of the organization while carrying out tasks.
- Understanding your role and responsibilities

### **Work Attire**

- Please wear appropriate footwear
- Smart casual clothing that is comfortable
- No shorts (important to avoid cuts and bruises to legs) unless there is hot weather.
- Warm clothes for working in the warehouse during cold months.

### **Training**

- Manual handling
- Any additional training required.