

Volunteer Role Description:

Party Tuck Shop Volunteer

Responsible To:	Stuart Mitchell, Events & Activities Co-ordinator
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
Time Commitment:	Our Seasonal Parties (including Chippy Disco, games etc.) usually take place at Halloween and Christmas.
Role Description:	<p>The Seasonal Parties are just one of a range of event & activities ran by ACDI.</p> <p>We run a number of games and activities as part of the party. Each children also has a chippy from the local fish & chips shop.</p>
Main Tasks:	<ul style="list-style-type: none"> • Cash handling • Serving customers in a friendly manner • Keeping tuck shop tidy <p>Training in all of the above will be provided by a member of staff or a more experienced volunteer.</p>
Required Skills, Qualities & Experience:	Experience of working/volunteering in a customer service or shop environment and a friendly demeanour when serving customers would give someone a good foundation for the role, although do not be put off if you don't have experience
Training & Support Available:	<ul style="list-style-type: none"> • Volunteer induction training carried out by the co-ordinator • Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award
Any Other Requirements:	<p>Follow policies and procedures contained in the volunteer handbook.</p> <p>Treat our staff, volunteers and service users with respect.</p>
Recruitment Process:	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.
Date role created:	22 nd November 2021