

DISTRIBUTION CENTRE: BOOK SUPPORT

VOLUNTEER

Line Manager: Distribution Centre Manager/Supervisor

Location: Retail Distribution Centre, Plympton

This is a great opportunity for an individual with interest in and knowledge of books. You will volunteer with our Distribution Centre team, supporting and assisting with book donations received to help raise vital funds for St Luke's Hospice Plymouth. Retail sales are an integral part of our fundraising and without the support of volunteers this would not be possible.

Your role

- Supporting the Distribution Centre team with book donations received from the public at the Distribution Centre and the retail outlets
- Separating and researching books to establish the value of the books for sale at our retail shops or online via eBay and Amazon
- Identifying goods that can be recycled if not suitable for sale

Your qualities

- Reliability, flexibility, commitment
- A keen eye and interest in books to assist in finding quality goods for re-sale
- An interest in helping to raise vital funds for St Luke's Hospice Plymouth
- To have a 'can do' attitude and integrity

How we work together

Volunteers are a valued and vital part of St Luke's

What volunteers can expect from St Luke's Hospice Plymouth

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- To be valued and treated with respect
- To receive the appropriate induction and training

St Luke's Volunteer Services

Tel: 01752 401172 • Email: volunteer@stlukes-hospice.org.uk

www.stlukes-hospice.org.uk/volunteering

Reg Charity No. 280681

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- To be supported in the role, with a clear explanation of what it involves
- To have adequate supervision in the role
- To have access to information to enable them to perform their tasks
- To be able to decide at any time to end their involvement with St Luke's
- To have safe working conditions
- To be reimbursed for reasonable travel expenses
- To be appropriately covered by insurance
- To develop and grow with the volunteer role
- To be part of a fun and motivated team

What St Luke's asks from volunteers

- To perform tasks with reliability, flexibility and commitment
- To work towards St Luke's aims, objectives and core values
- To attend training and volunteer meetings when required, where possible
- To accept support and supervision to enable performance of tasks
- To communicate with your supervisor if you are unable to attend
- To respect and maintain confidentiality at all times
- To use your specialist skills/knowledge to convert donated items into sales/funds

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