

Volunteer Recruitment Service | Role Description Template

Volunteer Role Description

Volunteer Role	Collections and Distributions Volunteer
Service/Department	Age Concern Southend Specific
Manager/Point of Contact	Volunteer Recruitment Manager
Preferred days or times for volunteer availability (if any)	<i>Any – As and when required in own time</i>
Role Description	
<p>Summary of Volunteer Role:</p> <p>To assist with residential leaflet drops during campaign delivery periods throughout the year or occasional money bucket collections at our planned events.</p>	
<p>Key Duties:</p> <ul style="list-style-type: none"> • Collect promotional materials from our Community Hub in Hamlet Court Road • Communicate and agree which residential roads you are allocated to • Deliver the promotional materials as required and report back to confirm • Report any issues or feedback encountered whilst out and about 	
<p>Other Information/requirements</p> <p>Volunteer must be comfortable walking short distances in order to deliver promotional materials in pre agreed locations, residential or business.</p>	
Additional Internal Information	
Aiming to be fill position by date	
Form submitted date	
Form submitted by	
Form to be completed and sent to	Leah-May Carter Befriending Service & Volunteer Recruitment Manager