

# VOLUNTEERING

## WHY VOLUNTEER?

Volunteers are the most important requirement to a community programme and will be vital to the success of Lower Broadheath Community Shop. The shop needs volunteers to operate day to day, so by volunteering you will be playing a part in keeping the shop going and providing a service to the community. Volunteering is a great way to meet new people, learn new skills and support further employment whilst supporting your community and village.

## WHO CAN VOLUNTEER?

Anyone over the age of 14 can volunteer, you don't need any special skills or previous experience, and you don't need to commit a lot of hours. Volunteering is perfect for work experience on your CV if you're unemployed or leaving school. We have shifts available on weekends, after school and during the holidays which would be ideal for teenagers. Under 18s will be in addition to the two volunteers allocated to each shift. We can also arrange term time shifts to suit volunteers with children.

## WILL I RECEIVE TRAINING?

We will give full training to all volunteers before you start work. Two volunteers will be allocated to each shift so you will never be left on your own in the shop and would always have someone around to help you. Anyone who wishes to help with the Post Office will complete an online training module and we will have a Post Office representative on hand in the shop for the first week of trading.

## WHAT WOULD I BE EXPECTED TO DO AS A SHOP VOLUNTEER?

The most important role for shop volunteers is to be friendly and helpful to visitors and customers, and create a warm and welcoming atmosphere for everyone who comes into the shop. Day to day tasks in the shop could include working on the till or Post Office, unpacking deliveries, stacking shelves, labelling products and cleaning. We can be flexible with the tasks you'd like to do, and divide things up with your fellow volunteer in a way that suits you both. If you have a disability we will do our best to adapt the work to accommodate your needs.

## IF I VOLUNTEER DO I HAVE TO WORK IN THE SHOP?

No! There are plenty of jobs available for those who would rather work 'behind the scenes'. We need volunteers to help with promotion, fundraising, sourcing goods, driving for deliveries and collections, leaflet drops, displays and administration.

## WHAT SORT OF TIME COMMITMENT DO I NEED TO MAKE IF I VOLUNTEER?

Any time that you can give will make a real difference whether on a permanent or more ad-hoc basis. Shifts will be in 2-3 hour slots, and you can work as many shifts as you like. Weekly timesheets will be organised well in advance by the Store Manager. So whether you work a 3 hour shift every Wednesday morning or a 3 hour shift once a month when you are available, the time you give will really make a difference to the hours the shop can stay open and ultimately the success of the whole venture. There is no long term commitment, if you try volunteering and decide its not for you, you can stop at any time.

## CAN I VOLUNTEER WITH A FRIEND OR FAMILY MEMBER?

There will be two volunteers on every shift, so if friends or couples want to volunteer together we can accommodate it. Some people may be nervous and working with a familiar face could make it easier, so if you're worried, find a friend to volunteer with!

## HOW DO I GET INVOLVED?

You can register your interest by sending us an email, messaging us through the website or on social media, or coming along to our village meetings. Please pass on copies of this flyer to any local friends and neighbours who haven't been able to make the meetings but would like to know more about volunteering. If you'd like to support or arrange a fundraising event we'd love to hear from you - let us know if you have an idea you'd like to bring to life such as a quiz night or cake sale, and lets get our fundraising calendar busy!