

## Name of Organisation

### Volunteer Specification

**Role:** Charity Shop Volunteer Supervisor (Name of volunteering role)

**Purpose** (this should explain the reason for the volunteering role)

Organisation charity shop raises funds and promotes of the work of the organisation. Our volunteer team help support the work of the organisation.

#### Skills

- Friendly nature
- Good verbal communication skills
- Able to work as part of a team
- Reliable

#### Experience

- No experience is necessary, full training will be provided.

#### Special requirements

- Membership of the PVG scheme.

#### Location

- The role is based in our charity shop.

#### Availability

- One shift per week, days and times to be agreed with the shop manager. Shifts available are as follows:

Monday to Friday	10am – 1pm
Monday to Friday	1pm – 4pm
Saturday	9.30am – 12.30pm
Saturday	12.30pm – 3.30pm
Sunday	1pm – 3.30pm

*This is an example of what a specification may look like, each organisation should adapt to suit both their volunteering opportunities and their organisation's policies and procedures*