

We need a **Volunteer Keyholder**

Every
Monday
9.30am – 4.30pm

Every
Saturday
9.30am – 1.30pm

for our Children's Shop
in Dibden Purlieu



We are looking for a reliable and friendly volunteer
to act as **Keyholder** at our Children's Shop
in Dibden Purlieu.

If you enjoy meeting people, have good organisational skills
and would like to support our local charity, we'd love to hear from you!

Key responsibilities



Open and set up the shop

- Unlock the premises
- Set out displays and ensure the shop is ready for customers



Oversee day-to-day running

- Welcome customers and create a friendly atmosphere
- Support and supervise other volunteers on duty



Keep the shop looking its best

- Maintain tidy displays
- Sort and price donated items
- Ensure stock is clean, safe and suitable for sale



Cash handling and end of shift

- Operate the till and handle cash securely
- Cash up at the end of the shift
- Complete any necessary paperwork and follow charity procedures



Close down the shop

- Ensure the shop is tidy and secure
- Switch off lights and equipment
- Lock up at the end of the shift

We're looking for someone who:

- ♥ Is reliable, trustworthy and friendly
- ♥ Enjoys working as part of a team
- ♥ Has good organisational and communication skills
- ♥ Is able to follow procedures
- ♥ Has an interest in children's items and supporting our charity

What you'll gain

- ★ The opportunity to make a real difference to local older people
- ★ Be part of a friendly and supportive team
- ★ Gain valuable retail and management experience
- ★ Help keep reusable children's items in the community



Previous retail experience is beneficial but not essential. Full training will be given.



Interested?

Please collect a volunteer application pack from any of our shops
or contact the office on: **02380841199**
or email: office@ageconcernnewforest.org.uk

