



## **Volunteer Role Description**

# **Leaflet Distributor**

### **Aim of volunteering role:**

To assist the Marketing & Fundraising Officer, helping them in the delivery of leaflets in our local area.

### **Tasks:**

1. To wear the issued volunteer badge
2. To collect leaflets from Gables Farm to post through letter boxes at addresses in our local area as instructed by the Marketing & Fundraising Officer.
3. To act in an appropriate manner as a representative of the Home
4. To follow all instruction given on health & safety, including PPE and manual handling.
5. To attend pre arranged meetings held at Gables Farm Dogs' & Cats' Home to discuss any current or future issues and developments.

### **Time:**

Flexible time commitment, pre-arranged with the Marketing & Fundraising Officer.

### **Place of work:**

Various 'off site' locations

### **Volunteer Co-ordinator:**

Carol Steel

### **Transport needed:**

Due to the location of the Home, volunteers require their own transport to collect leaflets from the Home as well as being getting around in our local area to deliver them. There are no public transport links to the Home.

### **Skills required:**

1. Interest in and commitment to the work of the Home.
2. A calm, friendly personality, flexibility and the ability to follow instruction.

### **Benefits offered:**

1. Full insurance cover
2. Reference available after 3 months volunteering

### **References:**

Two personal references required.

**\* Please note there are limited placements available**