

POSITION DESCRIPTION

Position Title	Craft Group Volunteer	Responsible to	Fundraising & Volunteer Coordinator Craft Group Coordinator
Team Name	Craft Group	Document Date	May 2022

About the Role	
Purpose	To create craft items to sell for the purpose of raising funds for Ipswich Hospice Care.
Key Responsibilities	Responsibilities include: <ul style="list-style-type: none"> • Produce craft items • Participate in craft stalls • Cash handling • Promotion of Hospice and its services • Observe and abide by Work Health and Safety and Infection Control requirements. • General volunteer duties.
Attributes, Skills & Experience	This role requires a responsible, friendly and caring individual who: <ul style="list-style-type: none"> • Possesses a sincere interest in people and a sensitivity which brings a caring, supportive response to people • Accepts instruction and supervision positively • Works well in a team environment and is able to work independently • Demonstrates reliability and punctuality • Has effective communication and interpersonal skills • Possesses a craft skill relevant to the items created by the group • Has an ability to handle money • Can maintain confidentiality
Training & Other Requirements	<ul style="list-style-type: none"> • Must wear closed, comfortable shoes and appropriate attire • Training as per organisational framework
Shift Days/Times	Negotiable Maximum 15 hours per fortnight
Role Risk Assessment	Low

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date