

Opening Times
Tuesday 11-5
Wednesday 11-7
Thursday 11-7
Friday 11-5
Saturday 11-5



Dorset Scrapstore
The Factory
14 Alder Hills
Poole
Dorset
BH12 4AS

Dorset Scrapstore Volunteer Role: Store Shift Supervisor

Potential time commitment: Flexible (approx 4.5 hour per shift)

Location: Dorset Scrapstore

Responsibilities:

- Opening of store including accessing premises, checking phone messages and responding accordingly
- Helping to train new and existing volunteers to greet members, and explain how Dorset Scrapstore operates as a charity
- Offering advice with queries from members regarding their creative projects
- Supervising advice for membership enquiries and checking data completed on membership forms
- Cash-handling and use of till, including counting float, cashing up at the end of the shift, and helping to supervise and train new volunteers
- Supervision of general stocking up and preparation of materials to display in store
- Helping to unload van and sort materials in our warehouse, may include manual lifting of boxes

Requirements:

- Excellent interpersonal skills including a polite, friendly, and approachable manner (must be child-friendly)
- Community-minded to help serve Dorset families, community groups and schools
- Ability to work well with other volunteers as part of a team, and be able to offer supervision
- Interest in creative skills and environmental issues (recycling)

Training and support:

Full training on all store shift supervisor responsibilities will be provided, including a general Health and Safety induction and till training. Dorset Scrapstore will aim to provide opportunities for personal development within your role.

What you will get from this role:

- Develop your skills and experience
- Join a motivated, fun, and creative team of volunteers
- Take pride in the knowledge that you are helping a valuable local charity that benefits your community
- Gain experience that will enhance your CV
- Meet new people throughout Bournemouth and Dorset
- Reasonable expenses covered

Health and safety responsibilities:

To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

Did you know we are looking for volunteers to help with the following roles?

- Membership Administration • Social Media/Team Leader • Photographer • Fundraiser • Graphic Designer
- Van Driver • Press & Promotion • Creative Decorations • Store Assistant/Supervisor • Events & Marketing
- Workshop Assistant • Craft Kit Preparer • Warehouse Sorter • Supplier Researcher • Materials Preparer

