

Willow Wood Volunteer Role Description

Volunteer Role:	Volunteer Administration		
Location:	Hospice		
Role Description			
<p>We have a number of different departments within the Hospice that have a large amount of administration work to complete, and without the help of volunteers it would be almost impossible. Filing, auditing, using databases, making calls and so much more. Hours and days are flexible but will generally be Monday to Friday between 9am and 5pm. If you feel you have the experience and office skills why not give it a whirl!</p> <p><u>Volunteer Office</u></p> <ul style="list-style-type: none"> • General Office Duties • Answering the telephone • Taking messages • Process Application forms • Arrange references • Contact other volunteers • File Application forms and references • Adhere to GDPR guidelines • Assist Officer in day to day running of the office <p><u>Finance</u></p> <ul style="list-style-type: none"> • Count money • Assist cashier in day to day duties • Assist Finance officers with duties 			
Date Updated:	November 2018	Name:	Lisa Pye