



Volunteer Role:	<b>Volunteer Day Manager</b>
Branch Name:	RSPCA York, Harrogate and District Branch
About Us	We are the largest animal rehoming centre in York. We care for abandoned and mistreated animals and find them the homes they deserve. The branch is responsible for an area that covers Selby, Malton, Market Weighton, Pocklington and Tadcaster.
Role Location:	Based at RSPCA Charity Shop 5a Goodramgate York
No of Vacancies:	One
Purpose of Role:	This is a 'Key' Volunteer role in the shop supporting the Shop Manager with day to day running of the Shop
Scope of Role:	The role will be based at the Goodramgate Branch on Fridays and Saturdays
Key Activities:	<ul style="list-style-type: none"><li>Initially working alongside the Shop Manager, ultimately be responsible for the work entrusted to them.</li><li>Looking after the running of the Shop 2 days per week</li><li>Opening and closing of the Shop</li><li>Assisting and serving Customers, using Cybertill (training given)</li><li>Cashing up at the end of the day</li></ul>
Period of Volunteering:	This is an ongoing role for as long as the successful applicant is willing to volunteer for us.
Time & preferred duration of commitment:	Time commitment 2 days per week (preferably Friday & Saturday)
Experience Skills Knowledge Personal Qualities Required:	<ul style="list-style-type: none"><li>Experience in Retail or Charity Shops preferable</li><li>Confident with Cybertills and with Computers</li><li>Excellent Customer Service skills</li><li>Good organisational and team working skills required, and ability to work on own initiative</li></ul>



Training Provided:	Training will be provided on the current processes, policies and procedures.
Volunteer Expenses:	Out of pocket expenses will be paid for work undertaken on behalf of the RSPCA York and District Branch but not for the travel to and from the volunteer's residence. All costs must be agreed by the branch prior to the expense being incurred.
Further Information:	<p>To discuss or find out more information, please email <a href="mailto:cath@rspca-yorkhome.org.uk">cath@rspca-yorkhome.org.uk</a> with your telephone / mobile contact details and someone will call you.</p> <p>Ideally we are looking for a candidate <b>18 years or older</b></p> <p><b>Closing date: 8<sup>th</sup> August 2017</b></p> <p>To apply please contact <a href="mailto:cath@rspca-yorkhome.org.uk">cath@rspca-yorkhome.org.uk</a> Application forms will be processed and you will be contacted within a week of the closing date once it is decided to proceed you will be asked to complete, for security purposes, a short induction at our Animal home in Landings Lane York and to arrange for two personal character references, two passport photographs, proof of address and proof of your right to work in the UK (passport or birth certificate) will also be needed, as well as confirmation that your Tetanus is up to date.</p>