



Role description

Collection Box volunteer

Overall objective: Forever Hounds Trust have collecting boxes across the country in local businesses and are always looking for new opportunities to host more, as well as reliable volunteers to look after the ones already distributed.

Responsible to and supported by: Project Manager: Community Fundraising Development (staff)

Key tasks:

- You will be responsible for the collecting box/ boxes in your local area
 - Collecting the boxes when they are full, replacing them with an empty one and counting and banking the monies raised
 - Simple administrative tasks related to the role, including holding accurate and up-to-date financial information on money collected and banked
 - Researching and setting up new locations for collecting boxes in your area

Skills and abilities:

- Strong interpersonal and communication skills
- Reliable and honest
- Your own means of transport and a driving licence would be beneficial
- Ability and confidence to handle money and perform simple administrative tasks

Time required:

The hours are flexible to suit you as are the number of boxes you oversee. We are looking for volunteers across the country, to volunteer in their local area.

How we will support you:

You will receive full training and support in your role. Forever Hounds Trust will provide you with guidance and direction to ensure that you have a positive, enjoyable volunteering experience.

**For further information or to express your interest, email
volunteering@foreverhoundstrust.org**