

VOLUNTEER ROLE DESCRIPTION

Lottery Administration Volunteer

Reports to:	Lottery Administrator
Accountable to:	Lottery Development Manager
Hours	Regular involvement as agreed and additional attendance at required training sessions.
Aims	To assist in the administration of the Hospice Lottery office at busy periods (e.g. Summer, Christmas, Valentine's Day).
Responsibilities	<p>To assist in a variety of administrative procedures in relation to special campaigns (e.g. Summer super draw, Christmas draw, etc.).</p> <p>To follow existing lottery office administrative procedures.</p> <p>To always respect confidentiality and professionalism when representing the Hospice.</p> <p>To advise staff of any suggestions, queries or concerns you may have concerning your duties.</p> <p>To attend training sessions as required.</p> <p>To adhere to the Volunteer policies and procedures including Health & Safety and Cash Handling.</p>

Please note that this role requires use of a computer and therefore lottery administration volunteers should be confident computer users.