

VOLUNTEER ROLE DESCRIPTION

Lottery Distribution Volunteer

Reports to:	Lottery Administrator
Accountable to:	Lottery Development Manager
Hours	Regular involvement as agreed and additional attendance at required training sessions.
Aims	To raise funds for Bolton Hospice through the distribution of scratch cards at local outlets.
Responsibilities	<p>To distribute and replenish scratch cards at various shops, businesses and other outlets in Bolton.</p> <p>To follow existing administrative procedures in relation to the distribution of scratch cards and the collection of income generated.</p> <p>To maintain relationships with outlets by thanking supporters on a regular basis and updating them on the Hospice's work.</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>