

## **VOLUNTEER ROLE DESCRIPTION**

### **Lottery Promotions Volunteer**

<b>Reports to:</b>	Lottery Promotions Assistant
<b>Accountable to:</b>	Lottery Development Manager
<b>Hours</b>	Typical shift length is 3 hours and there is flexibility in the number of shifts covered. Additional attendance at required training sessions.
<b>Aims</b>	To raise funds for Bolton Hospice through the sale of scratch cards and lottery tickets at outlets and events in the local area.
<b>Responsibilities</b>	<p>To proactively sell lottery tickets and scratch cards to the general public at pre-booked outlets and events in Bolton.</p> <p>To follow existing administrative procedures in relation to the sale of scratch cards and lottery tickets.</p> <p>To assist in the set up and clear away of the Hospice's promotional stand and literature.</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 &amp; Safety and Cash Handling.</p>