

## **VOLUNTEER ROLE DESCRIPTION**

### **eBay Volunteer**

**Reports to:** Shops Manager

**Accountable to:** Shops Manager

**Hours** 3 hours per week plus attendance at training sessions as required.

**Aims** To raise funds for Bolton Hospice through the sale of goods via eBay.

**Responsibilities**

- To photograph items and list them on the eBay site.
- To communicate with potential buyers, answering questions about the items, etc.
- To always respect confidentiality and act professionally when representing the Hospice.
- To advise staff of any suggestions, queries or concerns you may have concerning your duties.
- To attend training sessions as required.
- To adhere to the Volunteer policies and procedures including Health & Safety.