



## WESTON HOSPICECARE VOLUNTEER POSTS AVAILABLE

June 2010

Weston Hospicecare relies on volunteers to keep the services provided by our teams going. Shown below are the current volunteer vacancies. In some cases the vacancy has specific day/time requirements, but in others there is flexibility, one shift (typically 3 – 4 hrs) or more, depending on your availability. If you are interested in one of the roles, please call us on 01934 423975 for an initial discussion.

### SHOPS / MART VOLUNTEER ROLES AVAILABLE

**2/3 THE CENTRE, WSM:** Administrative Support needed Tuesdays or Wednesday, and Fridays. Main duties would include answering the phone and filing. Computer knowledge would be helpful.

**BURNHAM-ON-SEA:** Friday mornings, and general cover during the week. (01278 787222)

**CHEDDAR:** Volunteers needed at the Cheddar shop on Tuesdays and Saturday mornings, and at the Gorge shop all day Saturday, Sunday, Monday and Tuesdays. (01934 744089)

**DEVONSHIRE RD:** Volunteers to help get stock ready for sale: Mondays, Tuesday PM, Wednesday, Thursday and Friday PM. (01934 644742)

**DOLPHIN SQUARE:** Volunteers needed on Tuesday and Thursdays, and on an as needed basis on Monday, Wednesday, Friday and Saturdays. Call Paula White, Dolphin Square 626179

**MILTON RD:** Wednesday mornings (01934 624001)

**REGENT STREET:** Volunteers needed on Mondays, Tuesdays, Wednesdays on both till and in sorting room

**WATERLOO/CHAMPION HOUSE:** For the till: Wednesday pm; and Friday am & pm. For the stockroom – Monday pm, Wednesday pm; Saturday in the pm; Cleaners–anytime (01934 620040)

**WINSCOMBE :** Wednesday PM, Thursday PM; Friday AM & PM (01934 844517)

**WORLE:** Volunteers needed in both shops on the Worle High Street helping in the workroom or on the till.

### JACKSON-BARSTOW HOUSE – UPHILL, VOLUNTEER ROLES AVAILABLE :

**CASH COLLECTIONS CO-ORDINATOR** – Working with the Fundraising Team, you will take a proactive approach to identifying new cash collection locations/opportunities, book collections with the site owner, help organise a team of volunteers and create schedules to ensure that collections are manned properly.

**CASH COLLECTOR/COLLECTION ASSISTANT** – We need volunteers to act as an ambassador for the Hospice while collecting money in public places. This is often in a supermarket environment, or Bristol Airport. The emphasis will be on thanking customers for their cash donation into our collection buckets.

**CATERING ASSISTANTS** – Our busy kitchen located in Uphill needs Volunteer Catering Assistants to help with preparing food, delivering refreshment trolleys, and general clean up. We are also looking for volunteers to help with our new coffee/sandwich shop called **CUPCAKES** which will be opening soon on Weston super Mare High Street (across from TJHughes)

**COMPLEMENTARY THERAPISTS** – Trained to Level 3. We offer massage, aromatherapy, reflexology, foot and hand massage to patients. This role will be closely supervised by our Day Hospice Team Leader and our Complementary Therapist staff member.

**PLEASE TURN THE PAGE OVER**

**COLLECTING BOX REPRESENTATIVES** – Working closely with the Collection Box Co-ordinator and Fundraising team, you will participate in face to face box fundraising with the public. You will help in the collecting of boxes and tins from homes, shops, churches and other locations in an agreed area.

**DOMESTIC HELP** – this volunteer role will support our Unit Assistants in keeping our Uphill facilities clean and tidy.

**DRIVERS** – We need to increase our “On-Call” list of volunteer drivers who can be available during certain times of the week to run our clinical errands to and from the Hospital, to pick up day hospice patients, or to help deliver materials for events.

**EVENT ASSISTANTS** – As a Hospice we rely heavily on our events for our income. We need a team of volunteers who would be able to help on an as-needed basis during the run up to an event with event organising tasks, preparing supporter mailings, and promotion of the event. We also need volunteers from this group to help at event.

**EVENT CO-ORDINATOR** – Would you like to work with the Fundraising Team to help co-ordinate part, or an entire event for the Hospice? Please let us know if this is the way you would like to be involved.

**FUNDRAISING ADMINISTRATOR** - You'll help the busy fundraising team to raise as much money as possible for the hospice by helping us in the office with administration. You could be carrying out a range of tasks including data entry, writing letters, and preparing materials for events. You will need to be computer literate, familiar with data entry, and friendly and personable.

**GARDENERS** – We need extra help during the spring/summer/autumn season to keep our gardens and surrounding area looking nice.

**MAINTENANCE VOLUNTEERS NEEDED** – Do you have DIY skills? We are looking for volunteers to help with some of our maintenance requirements around the Hospice.

**RAFFLE VOLUNTEERS** - Our Grand Summer Raffle launches soon and this year we want to raise more than £10,000. We need a band of merry volunteers to help us sell as many tickets as possible. Could you sell tickets for us in public places such as the sea front, the town centre or at events? Or would you be able to sell tickets to your friends, church or at local community events? Or perhaps you would be able to take a similar role to help us recruit new lottery players out and about in the local community?

### **RECEPTIONISTS based at our Uphill premises**

**Front Desk** – Help is needed on an ad hoc basis on various shifts throughout the week.

**In Patient Unit Receptionist** – Monday mornings 8.30-12; evening shifts on Tuesdays, Wednesdays and Thursdays from 5.30 until 8.30 and ad hoc cover for morning shift 8.30 – 11.30

As you can see, there are a variety of ways that you can support Weston Hospicecare. If you would like to help in your own locality, you can join one of our shops, or become a Volunteer Collection Box Representative near your home. If you want to join us at our main site in Uphill where our 10-bedded unit and administrative offices are located, there are a number of roles that will help to keep the Hospice running smoothly. Please do call to have a discussion about any of these roles. The Volunteer Services Department contact numbers are: 01934 423975 or 01934 423973

With kind regards,  
Liz Rees  
Volunteer & Training Manager