

Volunteer Role Description

Thank you for your interest in volunteering with Age Scotland. Below is an outline description of what this role involves. If you have any questions at all please do not hesitate to us. Also if you have any concerns about a specific aspect of the role, please let us know so that we can discuss these with you.

Volunteer Role Title:	Collecting Can Coordinator
Department Name:	Fundraising
Job Title of volunteer supervisor:	Events and Community Fundraiser
Time Commitment:	<p>This is variable and will be at the commitment of the volunteer; however it should be noted that collecting can reps will be required to conduct an emptying cycle of allocated cans every 12 weeks. As well as this, occasional ad hoc requests may be received from the fundraising office.</p> <p>A training session will take place with your Fundraiser to go over the collecting can process as outlined by Age Scotland. This will last approximately one hour and will take place at a meeting place in the local community or at Head Office. New volunteers are required to have an Age Scotland Induction, which takes places with your Fundraiser at an agreed location.</p> <p>In addition to this you will be invited to attend at least one Volunteer celebration.</p>
Purpose of the role:	The Collecting Can Representative plays a key role in sourcing new collecting can placements, helping us to raise awareness and vital funds.
Duties:	<ul style="list-style-type: none"> ▪ Placing Collecting Cans: Identify new locations for collecting cans within your designated area. Seek permission from the site holder(s). Encourage prominent and secure positioning within the premises. ▪ Servicing collecting cans: Always carry photographic ID as provided by Age Scotland.

	<p>Ensure cans are clearly labelled, numbered, sealed and have your fundraising office contact details on them.</p> <ul style="list-style-type: none"> ▪ Emptying and counting collecting cans: Cans must always be counted by two people – both of whom should sign the reconciliation. A receipt should always be issued to the site holder (if the full can is being removed, the receipt should state ‘uncounted’). Full cans should be removed, unless on-site emptying is possible or requested. Bag and reconcile money appropriate for banking. ▪ Keeping Accurate Records: Record details of all outgoing cans and ensure these are recorded on can placement forms as issued by the Fundraiser. Always issue a receipt for can(s) marking ‘uncounted’ if appropriate. Once counted, fill out receipt with full details – contact name, address, postcode, amount and number of can left on site. ▪ Banking of Monies: Each donor’s cans should be banked on separate pay-in slips. If one donor has several cans you may need to use a few pay-in slips. Pay in slips and paperwork should be filled out accurately and all receipts should be mailed or handed into your fundraising office within 48 hours.
<p>Required Qualities & Experience:</p>	<p>No experience is necessary, as training will be given but the skills below are required.</p>
<p>Required Skills:</p>	<ul style="list-style-type: none"> ▪ good organisational skills ▪ numerate ▪ outgoing and friendly ▪ enjoy meeting people ▪ good communication skills ▪ driving licence preferred ▪ must be over 18 years of age
<p>Support:</p>	<p>Volunteers will be well supported and will have a clearly identified staff member to whom they report.</p> <p>Whilst on duty volunteers are under the supervision of the Fundraiser and are responsible to them for the activities carried out. You are asked to notify your Fundraiser of planned leave and absences. You should also notify them if unable to carry out your duties due to illness or emergency - if the</p>

	<p>Fundraiser is not available please advise another member of the Fundraising Team.</p> <p>Finally, three months after you begin volunteering for Age Scotland, a review session will be arranged to see whether the role is meeting your expectations and the needs of Age Scotland, and to consider alternative volunteering opportunities if necessary. You will also have an annual catch up with your Fundraiser, to make sure the role is still working well for you.</p>
Expenses:	Volunteers are entitled to claim travelling expenses paid at the current mileage rate for car users, or public transport costs.