

## Volunteer Specified Role

**Volunteer Role: - Newspaper Distribution Volunteer**

**Responsible to: Volunteer Co-ordinator  
PALS Manager  
Hospital Shop**

### **VOLUNTEER ROLE PURPOSE**

To distribute newspapers to users of the service and provide a welcome in accordance with University Hospitals of North Midlands NHS Trust Policy on working with volunteers (HR05).

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **SPECIFIC**

- Meet users of the service and provide a welcome
- Maintain relationship with hospital shop
- Distribute newspapers around the Trust wards
- Check newspapers against Delivery Sheets
- Stock Trolley
- Reconciliation of cash at the end of service

**GENERAL**

- Needs to be able to communicate well within the specified task
- Must be reliable and dependable
- Must attend regularly
- Must be patient, sympathetic and empathetic
- Must be committed to the role
- Must be able to work as part of a team

This document is not intended to form a part of a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.