**Role Description – Donations Collector**

Our Donations Collector volunteers help us raise money by attending store collections and by collecting and distributing collection tins to shops and businesses across Cornwall. These donations form a key part of our fundraising and the funds raised enable iSightCornwall to provide activities and services that improve the lives of visually impaired people the county.

**Accountable to:** Volunteer Co-ordinator

**Key Activities**

* Collecting money on an occasional basis through store collections and events.
* Setting up and taking down table and chairs for event.
* Collecting charity collection tins from a number of locations including shops and businesses, across Cornwall. Replacing the full tin with a new empty one.
* Approaching businesses to see if they would be willing to take a collection tin for donations.
* Returning collection tins to the Sight Centre in a timely manner.

**Experience, skills and/or qualifications**

* Confident dealing with the public.
* Good communication skills.
* Warm and friendly manner.

**Practicalities**

* All volunteers will be issued with an ID badge
* All volunteers should sign in and out with the supermarket or other collection venue on arrival or departure.
* Volunteers will need to make their own travel arrangements to and from the store collection or event
* Volunteers using their own vehicle will need Business vehicle insurance

(nearly all insurance companies offer this for free if you are volunteering)

**Benefits for volunteers**

* New experiences and skills gained.
* The chance to make a real contribution to iSightCornwall’s work by helping fundraise the money need to carry out our services.

This job description is intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

A volunteer is someone who provides unpaid support to iSightCornwall.