

<b>Role Title:</b>	Volunteer Shop Assistant
<b>Main contact:</b>	Keith Hutchinson, Volunteer Co-ordinator
<b>Time commitment:</b>	Optional shifts: Monday-Friday between 12pm-4pm (Saturday & Sunday between 9am-12pm). Ideally we are looking for volunteers who can commit to at least one shift per week.

**Purpose of the role:**

To support the work of Dogs Trust as part of our K9-Kiosk team to ensure our customers receive the best possible service, in line with our standards, procedures.

**Requirements:**

- Ability to provide a friendly, high quality service to customers and members of the general public.
- Able to work well as part of team and enjoys interacting with people.
- Good communicator.
- Friendly, enthusiastic and able to encourage others.
- Trustworthy and honest.
- Experience of handling cash and accounting accurately.

**Key tasks:**

- To acknowledge and welcome all visitors on their arrival at the shop.
- Keep a record of stock and sales.
- Restocking shelves.
- Any other shop related tasks as appropriate.

**What the role will offer you:**

We will provide you with a main contact who will manage your tasks, answer your questions and help you whilst at events. You will receive event specific training, guidance and support as well as an opportunity to develop your current skills, alongside gaining new ones. We will provide a Dogs Trust volunteer uniform, alongside recognition of the role that you are carrying out in support of Dogs Trust through our Volunteer Merits Scheme.

**Please contact Keith for further details about this role and our current availability.**

Phone: 01 879 1867

Email: [volunteering@dogstrust.ie](mailto:volunteering@dogstrust.ie)

Visit our website: [www.dogstrust.ie/volunteering](http://www.dogstrust.ie/volunteering)

**A final word from our Executive Director**

Without our dedicated volunteers we couldn't hope to achieve as much as we do for the dogs in our care; the support from our volunteers is absolutely vital to our work. The work that volunteers help us with may not always be easy, but I know that volunteering with Dogs Trust is a rewarding experience.

Suzie Carley, Executive Director

**Dogs Trust is Ireland's largest dog welfare charity. We established our Dublin rehoming Centre in November 2009. We care for almost 3,000 abandoned and unwanted dogs a year. No healthy dog is ever destroyed.**