

# Volunteer Driver's Assistant Role Description Template

Registered Charity (if applicable)

<b>Position Title</b>	Driver's Assistant
<b>Location</b>	
<b>Department</b>	
<b>Time Commitment</b>	

<b>Role Description</b>	This role would suit a practical person who enjoys physical work. Drivers Assistant to play a key role in assisting a Delivery Driver in providing timely deliveries and collections to customers.
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<b>Key Responsibilities</b>	<p>Volunteers will assist staff/volunteers undertaking various tasks, including:</p> <ul style="list-style-type: none"> <li>➤ Accompany and assist the driver;</li> <li>➤ Assisting with collecting/delivering – loading and unloading of donated goods/furniture;</li> <li>➤ Meeting and thanking supporters of XXXX ;</li> <li>➤ Undertake any other reasonable tasks requested, including working at short notice.</li> </ul>
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<b>Skills, Qualities and Experience</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>➤ Must be reasonably fit and mobile.</li> <li>➤ Ability to communicate with a diverse range of people.</li> </ul> <p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>➤ Good communication and customer care service skills are important to fulfil this role.</li> <li>➤ Being able to work as part of a team environment and with the general public.</li> <li>➤ Friendly, reliable and punctual.</li> <li>➤ Comfortable travelling distances around the area in vehicle provided by [organisation].</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>➤ No previous experience is necessary; however, a good geographical knowledge of the area is helpful.</li> </ul>
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<b>Benefits to you</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of meeting a variety of new people.</li> <li>➤ Gain new skills and experiences.</li> <li>➤ Opportunity for others to learn and benefit from your skills and experiences.</li> <li>➤ A huge sense of satisfaction in knowing you are helping others and making a difference.</li> </ul>
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<b>Training</b>	➤
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<b>Supervising Staff Member</b>	
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<b>Supervisor's Contact Details</b>	
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<b>Volunteer Co-ordinator Contact Details</b>	
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<b>Additional Comments</b>	
Insert additional information about the role ie Does it require a DBS check? Are references needed? Must the volunteer complete any induction training before starting? Will they be asked to an informal interview? Handling Sensitive information. Confidentiality	

<b>About [organisation]</b>	
Give information to sell your organisation here	

<b>Travel Information</b>	
Include information such as bus routes, nearest train station, parking	



For more information and an application form, please contact [role/staff member]:

**Organsiation Names**

Address

Telephone :

contact email

website

volunteer page on website direct address if using