

Devon Guild of Craftsmen

Volunteer Role Profile

Title of role	Volunteer Sales Assistant
Location	Devon Guild of Craftsmen Riverside Mill, Bovey Tracey, Devon TQ13 9AF Cockington Court, Torquay TQ2 6XA
Reporting to	Shop Manager
Hours/days	4 hours +

What work will I be doing as a volunteer ?

- Using the till and card machine to process sales
- Customer services (eg. enquiries, ticket sales, gift vouchers, commissions)
- Maintaining a high standard of display and cleanliness
- Pricing and stock control
- Customer services to Devon Guild of Craftsmen Member Makers
- Providing attendance and customer services for exhibitions

What experience, skills, interests or attributes will I need to do this volunteer role?

- Very good interpersonal skills
- Excellent communication skills
- Good organisational skills
- Reliability

What can Devon Guild of Craftsmen offer me as a volunteer?

- Full training and support in this role
- The opportunity to gain experience with a busy contemporary crafts seller and gallery, and develop retail skills
- References (subject to the probationary period)
- The opportunity to work at the heart of your community
- An opportunity to play a meaningful role in Devon Guild of Craftsmen's aim of offering opportunities to for everyone to be inspired by craft and to learn through making.