

# Devon Guild of Craftsmen

## Volunteer Role Profile

<b>Title of role</b>	Volunteer Sales Assistant
<b>Location</b>	Devon Guild of Craftsmen Riverside Mill, Bovey Tracey, Devon TQ13 9AF Cockington Court, Torquay TQ2 6XA
<b>Reporting to</b>	Shop Manager
<b>Hours/days</b>	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 (after 3 months' probationary period)
- The opportunity to work at the heart of your community
- The opportunity to play a meaningful role in Devon Guild of Craftsmen's aim of offering opportunities for everyone to be inspired by and learn about contemporary craft