

# VOLUNTEER TASK DESCRIPTION

**POSITION TITLE:** Newspaper Volunteer

**RESPONSIBLE TO:** Amigo's Newsagent; Voluntary Services Manager and Nurse in Charge of the ward they are delivering papers to

**DESCRIPTION OF DUTIES:**

- Volunteers load their trolley with newspapers to be delivered to patients on the wards
- Most newspaper volunteers have a round of approximately 6 wards, where they sell the newspapers in the mornings.

**OBJECTIVES:** To offer patients a newspaper in order to provide entertainment and enjoyment

**TIME REQUIRED:** Mornings – weekdays or weekends  
Friendly

**SKILLS / QUALIFICATIONS:** Reliable and sensitive.  
A good listener and communicator  
An interest in people  
Ability to work independently but know when to seek advice

**TRAINING SUGGESTED:** Shadowing of existing volunteer

**AGREEMENT:-**

**VOLUNTEER'S SIGNATURE:** .....

**DATE:** .....

**PLEASE ENSURE YOU ARE FAMILIAR WITH THE FIRE DRILL IN YOUR PLACEMENT AREA.**