

## Position Description

<b>Role:</b>	Volunteer Collection Box Coordinator
<b>Reporting to:</b>	Collection Box Project Coordinator
<b>Hours:</b>	4 hours every 3 months
<b>Location:</b>	48 Mein Street, Newtown
<b>Date Prepared:</b>	<b>August 2022</b>

### Purpose of the role

As part of general fundraising, Mary Potter Hospice places collection boxes with local businesses, available on the counter for customers to give donations to the Hospice.

Volunteer Area Coordinators are responsible for maintaining contact with the local businesses in their assigned community and are responsible for collecting and replacing boxes on a regular basis (3 monthly), ensuring safe transfer of contents to Fundraising, Marketing and Communications team, Newtown. Area Coordinators will also assist with sourcing new suitable outlets for MPH collection boxes in their area.

### Key Tasks

- Collect and replace boxes on a regular (3monthly), ensuring safe transfer of collection box to either Collection Box Project Coordinator, Donations Administration directly or to one of our Community bases. Fundraising, Marketing and Communications team will then deposit funds into MPH bank account.
- To liaise on a regular basis with Collection Box Project Coordinator
- Maintain accurate records relating to each business and regularly report on the status to Collection Box Project Coordinator
- Find new suitable outlets in their assigned community
- Assist with resolving any problems with the boxes (e.g. theft, breakages), report to Collection Box Project Coordinator
- Maintain accurate records relating to the collection boxes to ensure that reporting is possible and the integrity of information is reliable and maintained

### Health and Safety

- Carry out all activities within the guidelines set out by Mary Potter Hospice's Health & Safety policies and procedures
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks
- Participate in mandatory health and safety training as mandated

## Key Competencies

- Ability to build and maintain relationships
- Excellent communication skills
- Excellent organisational skills
- High level of integrity
- Experience in the not-for-profit sector
- Competent in Microsoft office suite
- Drivers licence and a vehicle are required
- Works within Mary Potter Hospice's policies and procedures

Signed: ..... Date: .....

(Job Holder)

Signed: ..... Date: .....

(Director)

### Appendix

#### Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

#### Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Please refer to our code of conduct for more detailed information on our vision, values and approach



