**Volunteer Request Form**

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| Event: | National U14 Club Finals |
| Venue: | Sport Central, Northumbria University, Radnor St, Newcastle upon Tyne NE1 8QD |
| Role: | Merchandise sellers (x2 per day) |
| Summary of role: | * Sell England Netball merchandise to participants, coaches, umpires and spectators at the event
* Provide excellent customer service throughout the event
* Promote the products on sale to potential customers
* Handle cash / transactions of purchases
* Maintain cash float and stock at all times
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| Date required: | 23rd and 24th May 2015 | Start Time | 9:45am both days | Finish Time  | 3:00pm – both days |
| Preferred age of volunteers:(is there a minimum/ maximum age?) | No minimum age but experience is necessary |
| Who does the Volunteer report to:(staff member name) | Event Manager – Ian Holloway | Who is the Volunteer responsible for:(other volunteer roles) | N/A |
| Training required | Yes | Only a briefing | No |  | Interview required | Yes |  | No | ✓ |
| Clothing expected to wear (e.g. smart/ trainers) | Casual clothing (t shirt provided) | Consent form required | Yes |  | No | ✓ |
| Will the volunteer be able to watch the netball match | Yes |  | No | ✓ | Intermittent |  |
| Reward e.g. food provided/ t-shirt provided/ can claim travel expenses | Food provided, able to claim travel expenses and t-shirt provided |

**Skills required for the Volunteer Role:**

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| Enthusiasm |  | Dependability | ✓ | Good Organisational skills | ✓ |
| Honesty | ✓ | Self-motivated |  | Ability to work in a team |  |
| Confidence | ✓ | Money handling |  | Ability to work with little supervision | ✓ |
| Commitment |  | Willingness to learn | ✓ | Throwing and Catching ability |  |
| Hard working | ✓ | Ability to Multitask |  | Knowledge of netball |  |
| Reliable | ✓ | Good time management | ✓ | Ability to use a results package/ excel spreadsheet |  |
| Others skills/ knowledge please detail:  | Cash handling and basic maths skills (addition and subtraction) |

**Please detail any information not mentioned above that you believe is relevant to this role:**

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