**Volunteer Role Description**

**Your role**

**Student banking volunteer**

**Location**

Working in the back office

**Start date**

February 2021

**Key skills**

* The ability to relate well with children and communicate in a positive and encouraging way with team members
* Enjoy helping and assisting others

**Main duties**

* To collect and process the student banking money for the Commonwealth Bank

**Aim of the role**

* To support the school fundraising by managing the student banking program
* To make sure:
* The class communication boxes are checked for books
* The Cash Office is checked for books
* The money is processed and delivered to the bank
* Student rewards are ordered and list given to the Office
* Processed books are placed back into the class communication boxes

**What you need before you start**

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE
* Name badge

**Supervision and safety**

You need to:

* Sign in and receive your badge from the Office
* Make sure everyone is safe

**What we expect from you**

* Treat everyone fairly and with respect
* Be a good role model for the students
* Show enthusiasm and enjoyment – make it fun
* Be reliable

**Reporting and contact details**

Volunteer reports to: Heather Pronk

Contact person: Mel Worden, Office Manager

Role review date: February 2022