

REVIVE FURNITURE NEEDS VOLUNTEERS

Are you interested in helping others?

Are you interested in putting something back into your community?

If **YES**, then read on ...

REVIVE FURNITURE is a community organisation that helps others who cannot afford to furnish their homes, by providing low cost essential furniture.

We urgently need volunteers to work within our office based in Blyth.

Main duties include:

- **Reception**
Receptionists are based in the office and are involved with serving customers, completing paperwork, and cash handling.
- **Telephone**
Volunteer telephonists play an important part. Talking to members of the public, taking details of donated furniture accurately and taking messages for other volunteers or staff members are all part of the work.
- **Clerical**
Included in the office routine are filing, photocopying, faxing documents, word-processing letters and reports.
- **Computers**
Revive information is stored on computers. Entering collections and deliveries on the database, word-processing, desktop publishing and spreadsheet applications are all in use.

TRAINING

Full training will be provided. Volunteers have access to a range of internal and external training opportunities whilst on the Project, for example Office Skills, Administration and First Aid.

You can expect Revive to provide appropriate training and supervision for your volunteering activity.

We would like to encourage you to let us know about any training and support needs that you may have.

EXPENSES

All reasonable travelling expenses to and from Revive will be reimbursed to you.

**Please call on 01670 368665
for further information**