

# SANDY BEAR

## **Office Support Volunteer role information**

### **What is the role?**

Sandy Bear sometimes needs extra office support to ensure that activities like making a memory jar or creating a memory box are prepared for the Bereavement Practitioners or packs of books and teddies are sent to children and young people. Occasionally Sandy Bear needs help to prep supplies for training days of teaching staff, especially when there are large amounts of people that need to be trained. The role is based at head office in Milford and is on an ad-hoc basis. Times can be arranged to suit the volunteer.

### **The role will include**

- Helping to prepare the activities for children and young people
- Collating the books, teddy etc for children and young people resource packs
- Packaging, weighing and printing out labels for posting
- Creating the 'Sandy Bear' in a box that the Bereavement Practitioners use across Wales
- Volunteering during office hours Mon-Fri

### **What do I need for the role?**

- Able to follow a task through to completion
- A love of all things office
- Good attention to detail
- Work as part of a team of Sandy Bear volunteers

### **Why Volunteer for this role?**

By supporting Sandy Bear at our head office, volunteers make a huge contribution to enabling the charity to work with many more children, young people and families when they most need us.

Please email [volunteering@sandybear.co.uk](mailto:volunteering@sandybear.co.uk) for more information.