



# Specialist Volunteer Books



<p>St Gemma's Charity Shop Otley</p>	<p>Our Otley charity is relocating to exciting new premises on Boroughgate. This superstore offers an extensive range of women's, men's and children's clothing and accessories, as well as bric-a-brac, books, media and entertainment items. We will also have a dedicated clearance section, where all items are priced at just 99p.</p>
<p>About St Gemma's Hospice</p>	<p>St Gemma's Hospice is one of the largest hospices in the UK. The Hospice provides expert palliative and end-of-life care for thousands of people in Leeds each year across our community, in-patient and day services. It is a prominent and respected charity at the heart of the local community. St Gemma's welcomes and provides care to everyone regardless of people's age, gender, disability, race, religion, sexual orientation or diagnosis. Our care is always completely free of charge</p>
<p>Location</p>	<p>Otley Charity Shop, 45 Boroughgate, Leeds LS21 1AG</p>
<p>Time commitments</p>	<p>We would like to hear from anyone with a genuine interest in books and reading and would like to chat about the time you can offer.</p>
<p>Description of the tasks</p>	<ul style="list-style-type: none"> <li>• Sort and organise donated books into appropriate categories (fiction, non-fiction, children's, etc).</li> <li>• Assess the condition of donated books and prepare them for sale (cleaning, pricing, re-shelving).</li> <li>• Create an attractive, tidy and easy-to-navigate book area for customers.</li> <li>• Ensure pricing is consistent and follows shop guidelines.</li> <li>• Identify highlight valuable, rare, or collectable books and refer to the appropriate team.</li> <li>• Rotate stock regularly so the book area stays fresh and engaging.</li> <li>• Support and guide other volunteers who help in the book section.</li> <li>• Keep track of stock levels and communicate needs to the Shop Manager/Deputy.</li> <li>• Provide friendly customer service by helping shoppers find specific books or genres.</li> <li>• Maintain a safe and clutter-free work area by following shop procedures.</li> </ul>
<p>Skills and Qualification</p>	<ul style="list-style-type: none"> <li>• A strong interest in books and reading.</li> </ul>

St Gemma's Values & Behaviours	St Gemma's has a set of values and behaviours to improve the experience for our patients, staff & volunteers. This means that in undertaking this role you are expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful care to all and continual improvement in line with the values of <b>Caring, Aspiring &amp; Professional</b> .
Training and Support	<ul style="list-style-type: none"> <li>• Full induction and training provided by shop staff and relevant volunteers</li> <li>• Volunteers will be provided with a comprehensive training booklet which will be used during the induction process</li> <li>• Introduction to the Hospice including a Hospice Tour (dates available throughout the year)</li> <li>• Regular training updates in-line with the development of the role</li> <li>• Regular volunteer events to share ideas &amp; socialize with volunteers &amp; staff.</li> </ul>
Reimbursement of expenses	If you volunteer for four hours or more in one day, then we can offer expenses for lunch or travel, up to agreed maximum levels
Benefits/Impact of volunteering	By volunteering with St Gemma's Hospice, you will: <ul style="list-style-type: none"> <li>• Be part of a warm, supportive and creative volunteer team.</li> <li>• Meet new people and get to know people from the local community</li> <li>• Build confidence, experience and transferable skills that can support future job opportunities.</li> <li>• Enjoy flexible volunteering hours that fit around your lifestyle.</li> <li>• Support a local charity with your creativity, helping to attract customers and raising the funds we need to run our Hospice services.</li> </ul>
Application procedure	Please fill in the application form via our website <a href="#">Search Jobs (current-vacancies.com)</a> or if you require assistance to fill in your application form please contact the Volunteer Services Team <a href="mailto:volunteering@st-gemma.co.uk">volunteering@st-gemma.co.uk</a> or call 0113 2185193.
Contact information	If you would like further information on this opportunity, please contact Andrei Teodor on 07483 569188 or our Volunteer Team on 0113 2185193.

