VOLUNTEERING OPPORTUNITIES

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| Volunteer Lifeguards/Volunteer Poolside Assistants |
| Volunteer Lifeguards in the Hydrotherapy Pool – Minimum age 16   * We’re looking for qualified lifeguards. However, full training can be provided for those who do not have the NLPQ. Volunteers must be a confident swimmer; able to swim 50 metres in less than a minute. 5 day training courses take place at Lewsey or Inspire swimming pools during school holidays. * Volunteers must be reliable, honest and trustworthy. * Excellent communication skills, able to volunteer as part of a team and able to follow instructions. * Applicants must have availability weekdays between either 10.00 am – 1.00 pm or 1.00 pm – 4.00 pm and can give a regular commitment.   **Volunteer Poolside Assistants – Minimum age 16**   * We’re looking for volunteer poolside assistants to provide supervision of pool users. * Volunteers will be responsible for the safety of all pool users and to ensure that pool rules are enforced. * Duties include observing pool users for signs of danger, getting buoyancy aids/equipment and sweeping away puddles to prevent slipping. * **Note: Both opportunities are based at our Hydrotherapy Pool at the Hospice in Luton.** |

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| Volunteer Complementary Therapists |
| * Friendly team of staff and volunteers provide complementary therapy to Hospice patients and their carers Tuesday – Friday each week. * Excellent communication skills to communicate with patients, carers and families. * Good listening skills, sensitive, tactful and emotionally mature. * Must be a member of a professional association which undertakes a programme of Continued Professional Development. * Two year post-qualification experience. * Four volunteer meetings held throughout the year, volunteers would be expected to attend at least two meetings. |

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| Volunteer Bereavement Support Visitors  Opportunities available throughout the week in the Luton area |
| Background Information:   * Volunteer support-visitors provide bereavement support to their clients according to the philosophy of the Hospice Bereavement Support Service, acting always in such a manner as to justify trust and confidence and to safeguard the interests of the client. * Volunteers visit bereaved people referred by the Bereavement Service with the aim of establishing, within accepted boundaries and agreed time contracts, a supportive and caring relationship that will enable the bereaved to experience the natural process of grieving. * To assist at memorial events at both the hospice and local venues. * We’re looking for volunteers with excellent communication skills to befriend adults with life-limiting illness and their families in their own homes. Full training is provided. * Minimum age 18. |

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| Hospice at Home Volunteers |
| Background Information:   * Volunteers provide additional support to patients experiencing a life limiting illness, and those that live with them, we provide care and support where it matters – in the home. * In the course of complementing the statutory services we aim to provide time, emotional support and practical help to enable people to continue living with dignity, respect and companionship. * Companionship for those that live alone and companionship outside the family. * We are looking for volunteers with excellent communication skills to befriend adults with life-limiting illness and their families in their own homes. Full training is provided. * Minimum age 18. |

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| Palliative Care Volunteer Drivers |
| * Volunteers will transport patients to and from our Keech Palliative Care Centre in Luton. * Current opportunities Monday to Friday, although there are plans to extend the hours. * The Care Centre is at the Hospice in Luton and our adult patients live in Luton and South Bedfordshire. * Training will be provided and mileage expenses covered. |

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| Volunteer Drivers for Children’s Service |
| * Volunteer drivers will assist and facilitate children with life-limiting illnesses and their families/carers to access services provided by the Children’s Hospice by the provision of transport. * Volunteer drivers may also transport children with life-limiting illnesses and their families safely to other destinations, under the instruction and guidance of Children’s Service staff. * Volunteers must drive and act in accordance with the Highway Code and all legislation relating to driving a vehicle, ensuring the safety and comfort of the patients during journeys. * Confidentiality is to be maintained at all times. * Our children live in Bedfordshire, Luton, Hertfordshire and Milton Keynes. |

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| Volunteer Hosts |
| * The In Patient Unit (IPU) provides specialist palliative care to patients. The patients are admitted for various reason which include symptom control, emotional support and for end of life care. * The IPU has a team of both qualified care staff and Health Care Assistants who provide care and support to patients and their families. It’s a friendly team to work alongside and supports volunteers in their roles. * Volunteers should have good communication skills and be able to communicate to patients, families and staff in a respectful and courteous manner. * Patience and understanding as well a helpful, sensitive and compassionate manner are paramount. * Volunteers should be able to work on their own and as part of a team. * We’re looking for volunteers with a friendly telephone manner, great listening skills who are reliable and trustworthy. |

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| Volunteer Art Therapists |
| * We are looking for volunteer Art Therapists to provide art therapy to Hospice patients and their carers being aware of diagnosis, symptoms and emotional needs. * Work towards holistic care within the multi professional team. * To liaise with the senior nurse for patient update on condition and feedback any information regarding the patient’s condition. * Volunteers will be expected to maintain accurate records. * To access their own clinical supervision in accordance with the Health Professions Council. * Volunteers must have excellent communication skills and always treat others with dignity and respect. |

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| Volunteer Day Support Services |
| Volunteers provide assistance in activities and specialised play for children with life-limiting illness who are accessing Hospice Services.   * Volunteers will assist the Play Specialist and working alongside parents in the Hospice and delivery of activities and specialist play for children accessing Children’s Hospice. * Volunteers will assist with support in the hydrotherapy pool. * Volunteers will support and assist children in the Hospice and on outings and events, this may be in groups or on a one to one basis. This may take place at Keech, in the home, hospital or on outings. * Duties will include the delivery of activities, multicultural, topic projects and creating memories. * Work in conjunction with staff who are play specialists in play activities, attend Tots and Toys to support with activities and provide refreshments. * Our children include babies, toddlers and children up to the age of 19. |

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| Rehab Volunteers |
| Volunteers provide assistance in activities including our Wednesday afternoon walking group.   * Volunteers and staff support patients in the self-management of their condition to improve their well-being and quality of life. * Support patients who participate in walking, exercise and movement therapy sessions. * To help run the chair-based exercise group. * Minimum age 16. |

VOLUNTEERING OPPORTUNITIES

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| Administration/Reception Volunteers |
| * Do you have great communication skills and enjoy working with people? We’re looking for administration/receptionists for various times throughout the week. * Tasks will include: * Opening and sorting incoming post * Deal with outgoing post when an admin team member is on annual leave * Assist with the selection and distribution of stationery orders * Printing and photocopying forms * Replenishing reception paperwork * Updating and tidying noticeboards * Photocopying for the administration team * Filing * Typing letters * Data entry * Scanning * Process cash/card payments for retail purchases from Keech Hospice Care reception |

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| Fleet Maintenance Volunteers |
| * We are looking for volunteers to ensure the Charity’s non-retail vehicle fleet are kept in good order. Volunteers should be available during the week for a couple of hours a day. * Tasks include: * Complete vehicle checks (eg) water, oil, tyres and lights and record checks. * Highlight concerns to the appropriate people (eg) the Fleet Coordinator. * Arrange for repairs to be undertaken. * Assist with update fleet vehicle checks. * Arrange for servicing and MOT to be undertaken. * Arrange for the exterior of vehicles to be cleaned. * Clean the inside of vehicles. |

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| Volunteer Gardeners |
| * Tasks include:   + To keep public garden areas and flowerbeds maintained.   + To maintain all grass areas by mowing the grass with the hospice equipment.   + To cut back all bushes and shrubs.   + Clear all weeds from the roadways and paved courtyard areas.   + To treat pathways every 2-3 months with algae treatment.   + Pot new plants and seedlings to include maintenance of hanging baskets. |

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| Supportive Care Team Driver Volunteers |
| * We’re looking for drivers to take patients from their home to the Hospice for bereavement support, art therapy, complementary therapy for hospital appointments. * We are also looking for drivers to bring patients who would like to attend the support groups in the evenings. * Training will be provided and mileage expenses covered. |

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| Housekeeping Volunteers |
| * We’re looking for volunteers to come into the Hospice over the weekend to:   + To provide clean and well-presented bed linen and Hospice laundry.   + To organise the washing, drying and ironing of all laundry.   + Wash the laundry in the machines provided.   + Comply with the Health and Safety guidelines as per the detailed instructions.   + Dry and iron the laundry to the required standards.   + Be warm and welcoming to any patients or visitors who may visit the laundry. |

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| Marketing and Communications Volunteers |
| Digital Volunteers   * We’re looking for volunteers to assist the Marketing and Communications department Digital Marketing Officer and the graphic designer in promoting the charity. Volunteers will: * Assist the graphic designer and copywriter with a range of publicity-related tasks which may include proofing pages, devising layouts for posters and leaflets, taking publicity photos, sizing images and logging information on a spreadsheet. * Assist the digital marketing officer in maintaining digital-based platforms, which may include proofing the website and social-media sites for typos and out-of-date content; making small updates to our website; and resizing/uploading images to the website and social media. * Attend any training sessions necessary.   Volunteers should have:   * Proofing experience or an ability to spot typos. * Experience of resizing photos using PhotoShop or other image-resizing software. * Previous experience in using a web content management system (desirable).   Marketing Volunteers   * To inform and educate the public and private sectors about the care services provided by the hospice and the need to fundraise to provide these services. * To raise greater awareness of the charity’s work. * To communicate about the hospice in a caring and professional manner * To assist in ensuring all communications from the hospice present a consistent message. * To assist in writing articles, editing and proof reading, contributing to design and layout and monitoring print quality and schedules. * To ensure all marketing materials promote a positive and consistent message and image about the charity and its work. * To build and maintain working relationships with all local media and relevant national press. * To assist in the development and maintenance of the charity’s website. |

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| Warehouse Volunteers |
| * To assist in the collection and distribution of donate items according to the required regulations. * To receive donations and gifts and follow the directed procedures and guidelines and to answer the telephone efficiently and in a welcoming manner. * To receive donations and gifts and follow directed procedures and guidelines and to answer the telephone efficiently and in a welcoming manner * To receive donations and gifts and follow the directed procedures and guidelines and to answer the telephone. |

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| Volunteer Warehouse Drivers/Drivers Mate |
| Main Responsibilities:   * Ensure safe transportation of donated items. * Carry-out daily routine maintenance checks on the van (tyres, oil, water etc). * Drive in a competent manner at all times. * To collect donated items from hospice shops for deliver to the warehouse. * To distribute quality items from the warehouse to the shops. * Collect from donor’s homes for delivery to the warehouse. * To transport any items required from the hospice to the warehouse. |

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| Fundraising Volunteers |
| * Join our friendly team to support the Fundraising Department in the organising and running of fundraising events and activities. To positively represent the work of the Charity within the local community and to carry out all duties in accordance with Hospice Philosophy. * 2017 events include:   + Smiley Sam and Sleigh - 20 November 2017 to 24 December 2017   + Keech Christmas Market - 25 and 26 November 2017 * The duties include some or all of the following: * Helping to set-up and run a stall at a fundraising event; including handling cash. * Helping with administrative tasks in the office. * House-to-house, street or store collections. * Delivering/collecting goods or collection boxes. * Setting-up/breaking-down at events. * Marshalling or car parking stewards. * Collecting cheques and giving a vote of thanks or giving presentations to local groups- training is provided. |

Retail Volunteering Opportunities

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| Retail Volunteers |
| * Our fun and friendly team of retail staff and volunteers support Keech Hospice Care by raising £1.4 million each year. * We have 32 shops across Bedfordshire, Hertfordshire and Milton Keynes. * Volunteers assist in our shops with sorting, pricing and merchandising donations.   **Keech Hospice Shops in Bedfordshire**  24 Allhallows, Bedford, MK40 1LJ (01234 364720)  58 Birdsfoot Lane, Luton, LU3 2DQ (01582 599496)  9 Ashton Square, Dunstable, LU6 3SN (01582 476411)  1 Cowlgrove Parade, Steppingley Road, Flitwick, MK45 1AJ (01525 721316)  59 Katherine Drive, Dunstable, LU5 4NP (01582 477280)  249 Bedford Road, Kempston, MK42 8BP (01234 856500)  174 Marsh Road, Leagrave, Luton, LU3 2QL (01582 494837)  12-14 Park Street, Luton, LU1 3EP (01582 481130)  3 Market Square, Sandy, SG19 1HT (01767 691304)  652-654 Hitchin Road, Stopsley, Luton, LU2 7XH (01582 732803)  31 Sundon Park Parade, Sundon Park, Luton, LU3 3BJ 01582 579966)  Unit 8F Britannia Estate, Leagrave Road, Luton, LU3 1RJ (01582 480062) Warehouse  (01582 411180) Shop  **Keech Hospice Shops in Milton Keynes**  170 Queensway, Bletchley, Bucks HP2 2SW (01908 370836)  28 High Street, Newport Pagnell, Bucks MK16 8AQ (01908 216565)  **Keech Hospice Shops in Hertfordshire**  35-37 Lower Kings Road, Berkhamsted, HP4 2AB (01442 863893)  35 Potter Street, Bishops Stortford, CM23 3UH (01279 758127)  7 Witton House, 24-38 Lower Road, Chorleywood, Rickmansworth, WD3 5LB (01923 283023)  130 The Gossamers, Watford, WD25 9AD (01923 671768)  12-13 Bowers Parade, High Street, Harpenden, AL5 2SH (01582 760450)  15 Bowers Parade, High Street, Harpenden, AL5 SH (01582 462578)  167 The Marlowes, Hemel Hempstead, HP1 1BH (01442 257050)  12 The Queen’s Square, Hemel Hempstead, HP2 4ES (01442 768963)  11 Maidenhead Street, Hertford, SG14 1DW (01992 503670)  18 Churchyard, Hitchin, SG5 1HP (01462 441171)  81 High Street, Hoddesdon, EN11 8TL (01992 462041)  18 How Wood, Park Street, St Albans, AL2 2P (01727 875532)  285 Watling Street, Radlett, WD7 7LA (01923 854576)  21 High Street, St Albans, AL3 4EH (01727 895790)  7 Queensway, Stevenage, SG1 1DA (01438 314598)  46 High Street, Watford, WD17 2BS (01923 819812)  135 High Street, Waltham Cross, EN8 7AP (01992 643251)  19-21 Cole Green Lane, Welwyn Garden City, (01707 376315) |