

Volunteer Role Profile



Volunteer Role

Computer Support Volunteer - East Grinstead Foodbank

Volunteer Manager

Operations Manager

Where you will be based

Community

Why we want you

You will play a vital role in the administration of our sessions. Using our electronic referral system on our laptops, you will provide computer-based support to the Reception Team. Don't worry, training will be provided but it is essential that you have proven computer literacy.

What you will be doing

- Completing voucher administration, handling confidential information
- Monitoring incoming email and telephone enquiries
- Assisting the team to welcome clients

The skills you need

- Confident using technology, able to support with databases & spreadsheets
- Fast learner, able to use your initiative to problem-solve
- Empathetic and a good listener
- Friendly team player

What's in it for you

- Rewarding & fulfilling role
- Learning new skills, enhance your CV
- Being part of a wider supportive community

Disclaimer

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