

## **Role description**

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### **Warehouse Volunteer**

**Location: Ravenseft Park, Cheney Manor, Swindon SN2 2QP**

**Hours: Volunteers are welcome to offer any regular hours that suit them between 8:00 am and 4:00 pm, Monday to Friday**

### **About the role**

Volunteers play a vital role in supporting Book Aid International's mission to send books to communities around the world. By generously giving their time, our volunteers help prepare shipments by selecting carefully chosen titles from the shelves of our Swindon warehouse. Volunteers work alongside a small, welcoming team based in the Cheney Manor area.

### **The role includes the following tasks:**

- Assist in preparing book shipments by selecting titles accurately from a provided pick list
- Support the Operations Manager and other team members to achieve book donation targets
- Contribute to the overall safety of the working environment by following health and safety practices
- Other ad hoc duties as required

### **In order to be successful in the role, you will:**

- Contribute to a positive team environment
- Ability to stand for extended periods and perform light lifting duties, including handling and placing individual books
- Have strong attention to detail

### **Benefits include:**

- Some travel expenses (i.e. bus fare) may be reimbursable
- The opportunity to learn new skills and experience
- Tea, coffee and facilities
- The opportunity to meet new people

**About the team**

The warehouse team manages the receipt and processing of over one million new books donated by publishers every year, ensuring they are carefully prepared and distributed to partners worldwide.

