

cat protection society

OF NSW



CAT PROTECTION SOCIETY **VOLUNTEER PROGRAM – Op Shop.**

Thank you for your interest in volunteering at the
Cat Protection Society Opportunity Shop!

The cats and staff greatly appreciate the time that volunteers give to help out. Our Opportunity Shop raises money to fund our welfare work with homeless and abandoned cats. As all goods are donated and our shop is run by volunteers, all funds raised go directly towards helping cats and kittens in need. It is only with the help of dedicated volunteers that we can keep our opportunity shop running smoothly.

As our Opportunity Shop is a commercial business, volunteers will be trained and provided with procedures to ensure the efficient and effective running of our store. No prior experience is necessary, although previous retail / customer service skills are a definite bonus. All that we require is a friendly, helpful attitude, a commitment to volunteering and a willingness to work as a team member.

We love having volunteers, but it is very important that you understand the way that we work before you start, that way your efforts will be going in the right direction and making a real difference. We ask that you consider the amount of free time you have and only make a commitment to volunteering that you can reasonably keep. In order to ensure our business runs smoothly we can only take volunteers who are willing to come on a regular or semi-regular basis. If you can't volunteer at least once a month, it is better that you reconsider volunteering until your schedule will permit you a few hours a week or fortnight.

Once you have decided on the approximate amount of time you would like to spend volunteering, please fill in and send the Volunteer Application form.

You can either post the form to **103 Enmore Road, Newtown, 2042;**
Fax to **9557 8052;** or email to andrea@catprotection.org.au
Please attention to the Volunteer Coordinator – Andrea Watkins.

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Once we have received your form our Volunteer Coordinator will contact you during our next intake to arrange for an induction visit. This initial visit will involve a tour of our facilities and a general introduction to volunteering with us. A regular time slot will then be allocated, with the first three visits focused on training.

Volunteer shifts are available 7 days a week.

Morning shifts are from 9.30am to 12.30pm; afternoon shifts are from 12.30pm to 4pm. Volunteering for the entire day is also an option.

(N.B. The CPS Op Shop is looking to extend our opening hours, particularly on a Thursday night. If you are interested in volunteering later in the afternoon please contact our Volunteer Coordinator or make a note on your application form.)

Generally 4-6 volunteers per shift will staff our Opportunity Shop.

Volunteer intakes will take place every 3-4 weeks. Should the waiting list extend this period, a letter will notify you as to the waiting time expected.

For legal reasons we ask that all volunteers provide their name, address and phone number, and that you sign in to our volunteer register showing the time that you arrive and the time that you finish.

As a volunteer we ask that you assist in the day-to-day running of the shop. Duties may include:

- Serving customers at the front counter
- Helping customers on the shop floor
- Sorting and pricing goods for sale
- Daily general stock maintenance to ensure the shop is kept neat and tidy, and the storeroom is safely organised.

Volunteering can be a very rewarding experience and many volunteers enjoy the social aspect of working in the shop. Most importantly, you will know that the work you are doing is creating funds that will go directly to helping our feline friends!

To apply for our volunteer program please fill out the following form to signify that you have read and understood the above information. If you have any questions regarding volunteering with CPS please contact Andrea on 9519 7201, Monday to Friday, or via andrea@catprotection.org.au

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VOLUNTEER APPLICATION FORM – OPPORTUNITY SHOP

NAME: (Mr/Mrs/Ms/Miss) _____

ADDRESS: _____

SUBURB: _____

POSTCODE: _____

TELEPHONE: (H) _____

(M) _____

EMAIL: _____

Preferred method of contact:

Phone

Mail

Email

Times available: (please circle as many as apply)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Would you prefer shifts:

Weekly

Fortnightly

Monthly

Available to start: _____

Are you a member of CPS? _____

How did you find out about CPS? _____

Emergency contacts:

Name: _____

Relationship: _____

Ph: (1st) _____

(2nd) _____

Health:

Do you have any medical concerns? _____ YES / NO _____

If YES, please detail: _____

Thank you for your application

Applicant signature: _____

Date: _____

Post: 103 Enmore Rd, Newtown, 2042

Fax: 9557 8052

Email: andrea@catprotection.org.au