

Title: Schools Saving Club Volunteer

Purpose: To provide services to members of HEYCU at its Schools Savings Clubs and to be the public face of the credit union.

Activities: (some or all of these activities may apply to this role)

- o Collect member savings
- o Keep a record of collections made and provide receipts and update pass books
- o Provide member account balances using laptop computer
- o Provide information and forms for existing members and potential new members
- o Assist members who require help completing credit union forms
- o Answer basic queries about the credit union and its products

Times: School Savings Points are open at regular hours each week or fortnightly, generally for one hour at a time. Actual requirements will depend upon the location.

Location: Various Locations in Schools in Hull and East Yorkshire.

Reports to: HEYCU Schools Co-ordinator

Qualities: Volunteers should be able to demonstrate some or all of the following attributes and skills. It is not a requirement of the role to possess all of these attributes.

- o Friendly and approachable manner and can relate well to children.
- o Willingness and ability to learn new skills
- o Understanding of administrative systems
- o Available during some School normal working hours
- o Support the goals and ethos of the credit union movement
- o Experience in the use of computers
- o Well organised
- o Cash handling experience
- o Good communication skills
- o Ability to work under own initiative
- o Ability to work flexibly and to attend occasional meetings outside office hours
- o Ability to present a professional image of the credit union at all times
- o To work in a confidential and trustworthy manner
- o To comply with any safeguarding requirements applicable at the designated school.