



## **Community Action Project**

Pop-Up Shop Assistant

## **Community Action Partner**

Card Aid

**Aim:** To raise money for charities by selling high quality Christmas cards in temporary Card Aid shops all over London. All profits from the cards go to charity.

**Role:** Card Aid shops are temporary shops around London that sell charity Christmas cards as well as advent calendars and peace oil. Volunteers would help the shop manager to serve customers, restock shelves with cards etc. Someone who is polite and friendly, is able to communicate well with members of the public, is numerate and able to provide good customer service.

**Training:** Training on using tills, card readers and cash handling will be given. Each shop has a manager who will supervise and give advice.

**Location:** Various pop-up shops all over London.

**Times:** Monday to Sundays, 9.30am-7pm.

**CRB:** No CRB is required.

**Other:** Volunteers need to have basic maths skills to count change etc.

**Application:** All volunteers must be registered as Community Action volunteers. To do so, visit <http://www.rhul.ac.uk/services/volunteering/register.html>



**Royal Holloway**  
**University of London**