

Reception Volunteer Position

Summary

The Receptionist Volunteer aids the Adult Program Team (in conjunction with Receptionist/Administrative Staff) as a first point of contact for all visitors and callers to the Centre for Family Literacy office.

Responsibilities

- Maintain a welcoming, friendly reception area atmosphere
 - Greet, support and direct walk-in visitors, adult learners and volunteers
 - Respond to telephone calls and messages and forward to appropriate staff
 - Forward requests for referrals and resources
 - Perform duties as required by the Adult Program Team
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Qualifications

- Strong interpersonal and communication skills
 - Able to multi-task
 - Diplomatic and flexible
 - Experience working with phones and greeting visitors
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Time Commitment

- 4.5 hours on Wednesday evenings (4:30 pm - 9:00 pm)
 - Possible daytime shifts on occasion (8:30 am - 4:30 pm)
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Volunteer Benefits

- Participate in creating stronger families and communities
- Personal satisfaction of helping to provide valuable connections, information and resources for our community
- Gain new skills in communication and problem-solving
- Feel appreciated by our staff!