

## VOLUNTEER POSITION DESCRIPTION

<b>POSITION TITLE: Receptionist</b>
<b>PURPOSE:</b> To become part of the receptionist team
<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Answer the telephones</li> <li>• Greet clients, visitors &amp; volunteers</li> <li>• Assist with follow up calls</li> <li>• Assist with various office needs</li> </ul>
<b>TIME REQUIREMENTS:</b> 3-4 hours per week
<b>SKILLS AND QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Warm &amp; welcoming people person</li> <li>• Computer skills &amp; second language an asset</li> <li>• Ability to work on your own</li> </ul>
<b>TRAINING:</b> <ul style="list-style-type: none"> <li>• Volunteers will be oriented to the agency and will receive training relevant to this position</li> <li>• Ongoing support provided</li> </ul>
<b>ACCOUNTABILITY</b> You will be responsible to the Community Resource Director
<b>EXPECTATIONS:</b> All volunteers are asked to: <ul style="list-style-type: none"> <li>• Abide by JFSC policies &amp; procedures</li> <li>• To attend orientation and training workshops as necessary</li> <li>• To participate in evaluations every six months</li> <li>• To maintain confidentiality</li> </ul>
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>• Learn or update office skills</li> <li>• Career exploration</li> <li>• Work record of hours for job references</li> <li>• Social events and volunteer recognition</li> <li>•</li> </ul>
<b>OTHER:</b> <ul style="list-style-type: none"> <li>• Security checks</li> </ul>
For more information call <b>Karen</b> 403-287-3510 ext. 225