



CHATHAM KENT WOMEN'S CENTRE INC. RECEPTION VOLUNTEER JOB DESCRIPTION

JOB SUMMARY:

The role of a reception volunteer is to answer the business phone and supervise the doors at the Chatham Kent Women's Centre Inc. in a professional and polite manner.

The reception volunteer plays a vital role in the safety and security of the building.

QUALIFICATIONS:

- Friendly and polite demeanor
- Comfortable dealing with the public
- Experience in clerical work an asset
- First Aid and CPR an asset
- Successfully complete all required training including required shadow shifts

ACCOUNTABILITY - Reports directly to the Volunteer Coordinator, working cooperatively with agency team members. Responsible for letting someone know at the Chatham Kent Women's Centre if you cannot make it in for a scheduled shift. Please get a person not a voice mail.

PRIMARY DUTIES AND RESPONSIBILITIES

- Answering the business lines
- Accepting donations and if there is time, sorting donations
- Answering doors
- Ensuring safety standards are being followed
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- All volunteers must remain in accordance with the Confidentiality Agreement
- Maintaining a high level of confidentiality

No one is more cherished in
this world than someone who lightens
the burden of another. Thank
you

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