Volunteer Search for Reception Assistant (4-9 hours/week)

Title of Volunteer Role: Volunteer Reception Assistant

Summary of Role: Support front-end operations with client engagement and general clerical duties.

Duties and Responsibilities may include but are not limited to:
- Answering phones
- Checking in Clients
- Access control/ monitoring doors, gates, and security cameras

Schedule:
- Minimum amount of hours per week: **4-9 hours**
- Ideal or specific shift (days and times): **8am-5pm Fridays or as needed**
- Ideal or specific amount of time per shift: **4-9 hours**
- Ideal start date: **May 14, 2021**
- Ideal end date: **August 27, 2021 or ongoing for a variety of days**
- In Person or Virtual: **In Person**

Required Experience:
- Must have general computers skills; comfortable with Microsoft.
- Must be friendly and have the ability to multi-task.
- Entry-level clerical skills i.e. answering phones, collecting mail, professionally engaging with clients and visitors.

Age Minimum: 18 or older

Additional Eligibility Qualifications (edit as needed):
- This volunteer may frequently need to lift 15-20 pounds.
- May need to sit for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Quick reactionary skills to keep children safe.

Are you a match and interested?
Current Volunteers: Email VolunteerInfo@FamilyPeaceCenter.org and let us know!
New Volunteers: Please go to https://www.familypeacecenter.org/get-involved. Complete the “Volunteer Application – Ongoing Commitment” on the right hand side of the page and return to VolunteerInfo@FamilyPeaceCenter.org.