

Reception Volunteer

Position Overview:

We are seeking volunteers to join our team who will make a positive impact in the lives of our clients and their families. By joining our volunteer program, you will have the chance to contribute and play a vital role in supporting our mission. As a Reception Volunteer you will provide support to our team and clients.

Availability:

Mornings from 9am to noon Monday, Tuesday or Thursday

Responsibilities:

- Attend to clients in the waiting area.
- Sort incoming mail and prepare outgoing mail.
- Performs other related duties as assigned.
- Provide reception service by answering the phone, taking messages and transferring calls to appropriate staff in accordance with client or agency requests.

Skills and Abilities:

- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Ability to plan, organize and prioritize work.
- Ability to work independently and in a team environment.

Requirements:

Volunteers must

- Participate in an interview.
- Complete a vulnerable sector police check.
- Participate in required training sessions.
- Sign and adhere to a confidentiality agreement.

If you are interested in this position, please email tpimentel@crossroadschildren.ca