

## **Administrative Volunteer**

This position is needed to assist in providing smooth operations at Heidi's Village. As one of the faces of our organization, the volunteer should be able to relay Heidi's Village mission and vision when asked.

Duties include but are not limited to:

- assist the receptionist at the front desk with
  - answering phones
  - greeting customers
  - providing direction for people visiting our location
  - various other administrative duties
  - Accepting in-kind donations

The ideal volunteer will possess the following attributes:

- Ability to take direction from staff and senior volunteers
- Willingness to learn new tasks
- Upbeat polite personality to greet guests that come into the building and call on the phone
- Ability to work with a diverse group of people
- Flexibility and willingness to assist with administrative duties where needed
- Ability to provide clear and concise information/direction to our visitors