



Reception Volunteer

This position is needed to assist in providing smooth operations at Heidi's Village.

Duties include but are not limited to:

- Assisting the reception team at the front desk with:
 - answering phones
 - greeting customers
 - providing direction for people visiting our location
 - various other administrative duties

The ideal volunteer will possess the following attributes:

- Ability to take direction from staff and senior volunteers
- Willingness to learn new tasks
- Upbeat and 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 and direction to our visitors