



Little Brothers - Friends of the Elderly Volunteer Receptionist Job Description

Position: Receptionist

Supervised By: Office Manager

Position Objective: Welcome visitors and guests to Little Brothers Friends of the Elderly

Duties and Responsibilities:

- Greet visitors in person or on the telephone; answering and referring inquires to the appropriate person.
- Call elders and volunteers as assigned by program staff and volunteer staff
- Assist with mailings (addressing, stuffing, stamping and mailing)
- Maintain safe and clean reception area
- Instruct all people dropping off donations to fill out donation slips kept at front desk
- Assist Program Director and or Executive Director on an as needed basis
- Assist with other miscellaneous duties as needed
- Record volunteer receptionist hours worked on monthly basis to Office Manager
- Fill out request for rides in ride book
- Report your monthly volunteer hours to supervisor

Qualifications:

- Desire to create a welcoming atmosphere
- Ability to have a friendly and clear voice
- Sensitivity to the needs of lonely and isolated elders facing difficult life experiences
- A listening ear

Time Commitment:

- One and a half hour orientation and basic training
- Minimum of four hour shifts

Training Required:

- General orientation and basic training
- Orientation to receptionist area and phone system

Benefits:

- Develop and enhance interpersonal skills and communication abilities
- Obtain support and technical assistance
- Gain experience in the field of aging
- Develop new friendships and share new experiences
- Easy and fun way to give volunteer time