

Children & Family Resource Center

VOLUNTEER CENTER CLERICAL ASSISTANT/RECEPTIONIST

DUTIES INCLUDE:

Assisting with Clerical and Administrative tasks, as assigned
Assisting Early Learning Cooperative Librarian
Answering the phone and directing incoming calls to the appropriate staff
Providing information pertaining to Center Programs and Services
Assisting callers to identify the Program or Service most appropriate for them
Greeting Center visitors and clients; provide them with Center information &/or direct them to the appropriate staff

Qualifications:

Good verbal communication skills and the ability to meet and greet the public
A pleasing smile and a warm friendly greeting to all who contact or enter the Center
General office experience (Computer skills helpful but not necessary)
Organized and detail oriented
Willingness to commit to deal with everyone with whom you come in contact with in a respectful and understanding manner
Bilingual (English-Spanish) helpful but not necessary

Time Commitment:

2 to 4 hours per week i.e., Monday through Friday -10:00 AM to 1:00 PM
- 11:00 AM to 2:00 PM

(Note: Adjustments can be made to accommodate your personal time commitment availability.)

Supervision:

Office Coordinator/Receptionist

Benefits:

Making a contribution to and being part of a team that is committed to making a positive difference in the community