



## **JOB DESCRIPTION**

### **OFFICE SUPPORT – FRONT DESK RECEPTION**

**ACCOUNTABILITY:** Reports to the Director of Social Services

#### **VOLUNTEER ELIGIBILITY REQUIREMENTS:**

1. Volunteers are required to possess a valid driver's license (or valid identification card).
2. Must go through a DOJ background check.
3. Volunteer commit to one (half day) per week or as project needs
4. Ability to follow written and verbal instruction.
5. Pleasant phone voice and professional demeanor.

#### **RESPONSIBILITIES & QUALIFICATIONS:**

- Be available afternoons from 1:30 p.m. to 5:00 p.m.
- Manage phone traffic
- Greet Walk-Ins and scheduled appointments
- Light Computer Skills – Gmail
- Keep Cash Register for Noble Spoon purchases
- Mailings / scanning / basic data entry on computer if project requires.

For further information, call Leigh Galten Volunteer Coordinator  
525-0143, x 121 or [lgalten@councilonaging.com](mailto:lgalten@councilonaging.com)

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