

<p style="text-align: center;">WOMEN'S SHELTER FRONT DESK RECEPTIONIST Volunteer Job Description</p>
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TITLE:

Front Desk Receptionist

LOCATION:

Women's Shelter (address given as needed)

TIME:

Shifts vary from 9:00 am to 8:00 pm (7 days per week)

DUTIES:

- Answer phone
- Transfer calls to staff and/or guests or take messages
- Announce meal times
- Let visitors/staff/guests in the door by "buzzing" them in
- Greet visitors (mailman, UPS, etc.)

QUALIFICATIONS:

- Ability to answer the phone pleasantly
- Able to keep things confidential
- Able to multi-task