



United Way
Perth-Huron

Reception Volunteer Opportunity

Position: **Front Desk/Reception for United Centre**
Hours of Work: 1-hour or more weekly/Vacation Coverage as needed
Commitment Length: Ongoing

Primary Function: The United Centre reception volunteer will assist with covering daily lunch breaks and other hours as needed. This position provides the first point of contact for all tenants and clients of the United Centre.

United Centre Reception Duties & Responsibilities:

Requirements: reliable and committed, superior communication skills and comfort dealing with public, excellent telephone manner, friendly personality, willingness to help people, multi-tasking abilities, able to work independently

Duties: greet visitors, direct visitors to tenant offices, answer telephone, transfer calls, sort incoming mail & deliveries, some filing, other duties as required

Benefits: use & expand your skills, gain experience, meet new people, work in a pleasant team-spirited environment, assist with community needs

Office Hours: Monday–Friday 8:30a.m. – 5:00p.m.

Volunteer Hours: Monday–Friday 12:00p.m. – 1:00p.m. & other times as needed

How to Apply

Fill out a Volunteer Application form either in person or on the United Way Perth-Huron website.

In Person: 32 Erie Street, Stratford ON
519-271-7730

Website: <http://perthhuron.unitedway.ca/get-involved/>