



VOLUNTEER RECEPTIONIST

Required Hours of working 9am to 5pm / Lunch 12 - 1

ESSENTIAL: All volunteers require Criminal Records Bureau (CRB) clearance at enhanced level

ROLE DESCRIPTION- RECEPTIONIST

MAIN DUTIES

- First Point of Contact to the organisation
- Receive visitors
- Ensure visitors sign in and out of VISITORS BOOK on Reception (for Fire Safety)
- Register appointments in the Appointments Diary (with Child Development Worker)
- Answer telephone calls and enquiries to the centre, redirect calls when necessary
- Assist with the Resource Library Service
- Maintain Cash Flow sheet for sessions, recording any cash taken and receipts
- Maintain Information leaflets and publicity information in windows and on Reception
- Support Administrative Assistant with general clerical duties
- General administrative duties as requested by the Manager
- General cleaning as and when required
- Assist with fundraising activities

Other Duties

Attend any relevant training required

Any other duties as required by the Manager, commensurate with the nature of the role.