

## **Volunteer Job Description for**

# **Receptionist**

**Objective:** To provide support to the Faribault Area Senior Center by staffing the front desk and handling basic office tasks.

**Duties:**

1. Answer the telephone, including transferring calls and taking messages
2. Greet members and visitors as they enter
3. Answer questions on upcoming events and programs
4. Handle program, class, trip and special event registrations
5. Assist members and visitors in using the registration computer to log in their attendance
6. Receive money that corresponds to registered event
7. Assist with tasks, such as mailings, as requested by FASC staff members
8. Make reminder phone calls to registered program participants

**Qualifications:** Ability to handle phone system which includes transferring of phone calls, ability to enter information in to the registration computer and assist others in doing the same, ability to accurately receive program fees and make change as needed, pleasant manner necessary to welcome members and visitors to the center, appropriate dress

**Time Commitment:** as scheduled

**Training:** One-on-one orientation will be arranged with a current receptionist to become familiar with phones, registration computer and front desk tasks

**Accountable to:** Business Office Secretary