

Volunteer Job Description: **Receptionist**

Answer phones and direct calls and walk-in traffic to appropriate departments

Hours/ Days Needed: approx 4 hours once per week, Long term or short term: Long term (entire school year)

Special skills needed (computer, lifting over 25 lbs, etc.): Computer, phone, filing, general receptionist duties

Full description: Greet guests both on the phone and when they walk in the door. Be knowledgeable about the programs offered and be able to direct questions to the appropriate departments.