



St. Francis of Assisi Parish Job Description

Volunteer Receptionist

Reports to: Administrative Associate

Status: Volunteer

Shifts Available: Monday – Friday 9:00 AM to 1:00 PM

Commitment: One or more shift per week for a minimum of six months
or
On-call Substitute as needed

Description of Duties:

- * Be genuinely welcoming to visitors and phone calls
- Answer and forward phone calls to appropriate staff person or program
- Answer questions about St. Francis Parish and our services
- Ability to do occasional light office work
- Maintain reception room in a neat and orderly manner
- Special projects as assigned by Administrative Assistant

Requirements:

- Friendly, positive, professional demeanor
- Strong interpersonal skills
- Excellent verbal communication skills
- Excellent customer service skills
- Ability to maintain confidentiality and be discreet
- Demonstrate a commitment to representing the Parish Mission
- Ability to operate multi-line phone system, after training
- Ability to interact with people of many different backgrounds and needs
- Ability to work cooperatively with staff and volunteers