



TITLE: Greeter/Receptionist

ACCOUNTABLE TO: Volunteer Coordinator

RESPONSIBILITIES:

- Greet youth as they enter the center
- Remind people to sign in
- Help to direct people to their chosen activities
- Answer phone
- Follow agency's policies and procedures
- Commitment to maintaining a positive working environment that values diversity and does not tolerate discrimination on the basis of sex, gender, gender identity, sexual orientation, race, ethnicity, class, faith or age

QUALIFICATIONS:

- ? Background check
- ? Non-judgmental attitude
- ? Ability to respect and maintain confidentiality
- ? Participate in a two hour volunteer orientation

BENEFITS:

- Positive impact on the life of a youth.
- Recognition and documentation of volunteer service.

Volunteers – Making a better tomorrow, TODAY!