

Receptionist Volunteer Role Description

What is a Receptionist Volunteer?

We require Volunteers to support our busy reception desk at Sage House to greet customers and their family members/carers, volunteers and other visitors. This role description details the main tasks and skills for volunteering within the reception area.

What does it involve?

- ✿ Greeting people with a smile and welcoming all our visitors to Sage House
- ✿ Answer the phone and direct calls or take the callers details to pass on to members of staff
- ✿ General administration of correspondence and photocopying
- ✿ Booking customers and carers onto our activities, hairdressing appointments and therapies
- ✿ Direct visitors to the service area they are visiting
- ✿ Assisting with general enquiries

What are the Benefits?

- ✿ Being part of a friendly and dedicated team
- ✿ Meet and interact with new people
- ✿ Gain new experience
- ✿ Great personal satisfaction through making a real difference to Sage House, our customers living with dementia and the wider community

General Information

This role will suit people who have a friendly and enthusiastic manner and enjoy being around people. It can sometimes be a busy environment and may require some multi-tasking.

Volunteers are able to support Monday to Friday and we would be happy to meet to discuss this volunteering opportunity further.

Training

You will receive training for the receptionist processes and will have the opportunity to attend Dementia Supporter Awareness Training.