

VOLUNTEER POSITION JOB DESCRIPTION - SAMPLE

# Job Title: HERE

**Purpose:** This position serves as the receptionist for the XYZ Church, supporting the church's mission of helping the elderly population of our county. The receptionist represents the church to the public who visit the offices Monday, Wednesday, and Friday from 9 a.m. - 4 p.m.

**Location:** The receptionist works in the public reception area of the agency's main office at 567 N. Oak St. in Tulsa, VA.

# Key Responsibilities:

* Answers the main phone line and directs calls.
* Greets guests and directs them to other offices or locations.
* Answers questions about the agency and provides forms when necessary.
* Print out list of activities taking place that day at the church & satellite locations.
* Make reminder phone calls to other volunteers assigned to projects the following day.
* Opens the mail and distributes it.
* Records donations that come in and enters them in the database.
* Proofreads brochure copy when time allows.
* Helps prepare bulk mailings.
* Prepares correspondence as needed.
* Other duties as assigned.

**Reports to:** Assistant Director of the Church

**Length of Appointment:** The receptionist is assigned to one day per week for a period of three months. After three months, the receptionist may be reappointed for another three months at the discretion of the supervisor. After six months, the receptionist may rotate to another position within the church.

**Time Commitment:** One day per week (M, W, or F) for six hours (9-12 am and 1-4 pm), for a minimum of three months.

**Qualifications:** Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, and dependability.

**Support:** Training for this position will be provided. In addition, the Assistant Director will be available for questions and assistance.

# Age Requirement: None

**Dress Code:** Business Casual