



High Impact Volunteers

Receptionist – Monday Days

Overview:

Perform general receptionist duties at the front desk

Duties and Responsibilities

- Read the City Gospel Mission Volunteer Handbook
- Become familiar with the Mission and it's programs and staff
- Answer the phone, transfer calls as needed
- Answer the door, greet and direct guests coming to the mission
- Input data

Qualifications:

- Good interpersonal communication skills
- Good general office and computer skills
- Professional appearance and phone skills
- A heart and compassion for the urban poor

Time:

A minimum of one four-hour shift on Mondays between 8 a.m. and 4 p.m.

Contact:

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(513) 345-1026