

Northmoor Community Association



Volunteering at Northmoor Community Association

Receptionist Volunteer

Volunteering opportunities for this are available during:

Mon	Tues	Wed	Thurs	Fri
09:30-12:30 15:30-18:00	09:30-12:30 15:30-18:00	15:30-18:00	09:30-12:30 15:30-18:00	09:30-12:30

Please specify on the application form which times you are available.

Description of the role

Northmoor Community Association welcomes people from all walks of life, offering access to a wide range of activities and courses within the centre. We are looking for a volunteer receptionist to deliver friendly, efficient customer service and to help create a warm and welcoming atmosphere for all of our visitors. For this role we ask that you have good English and I.T skills and that you come with a positive and non-judgemental attitude.

Main Tasks

- Providing a reception service
- Fielding phone calls
- Signposting/ Referring
- Occasional administration tasks
- General housekeeping

Skills and Experience

Volunteers will need:

- Good written and verbal communication / English skills
- Good computer skills
- Self-motivated with experience of working with the public
- A polite, friendly and helpful nature and a willingness to help others
- An ability to volunteer as part of a team of people from diverse backgrounds
- A commitment to equal opportunities, treating all individuals with respect
- An understanding of and commitment to confidentiality and data protection

What will you gain?

- Experience working within a diverse community
- Customer Service experience
- Some administrative experience (if relevant)
- Opportunities for training and development such as data protection
- A rewarding sense of achievement in helping towards building an inclusive and sustainable community centre
- A reference satisfactory to 30 hours over 4 months volunteering at Northmoor.

Call: 0161 248 6823

Email: Fiona@northmoorcommunity.org

Website: www.northmoorcommunity.co.uk

Address: Northmoor Community Centre, 95-97 Northmoor Road, Longsight M12 5RT