

# VOLUNTEER OPPORTUNITY

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<b>VOLUNTEER ROLE:</b>	Receptionist
<b>TEAM:</b>	Reception Team
<b>RESPONSIBLE TO:</b>	Ally Charlton
<b>NUMBER OF HOURS:</b>	4 hours Tuesday between 9-5 4 hours Friday between 9-5 But would also consider other options Holiday cover as and when required.

## **JOB PURPOSE:**

To provide reception support for our reception team during office hours.

## **KEY ACTIVITIES:**

1. Answering all external and internal telephone calls
2. Welcoming visitors, contractors and conference delegates to KingsGate
3. Provide administrative support to the reception team

## **SKILLS:**

- Confident in welcoming and assisting people at reception
- Good telephone manner
- Willing to be trained

## **MINIMUM CRITERIA:**

Part of a LifeGroup and a Committed Member.

