



JOB DESCRIPTION

Post Title: Volunteer Receptionist

Responsible to: HLC Assistant

Accountable to: Healthy Living Centre Co-ordinator

JOB SUMMARY

To provide a reception service and a range of administration support services, to Links Healthy Living Centre, to ensure the efficient and effective running of the centre.

KEY TASKS / RESPONSIBILITIES

- To provide a reception service and welcome visitors to the centre
- To ensure that the reception area is kept neat and tidy
- To answer telephone calls, take messages or redirect calls, as appropriate
- To assist with the setting up of the centre for groups and activities.
- To perform other administrative services (e.g. laminating, photocopying) as and when needed