



Position Description

Position: Reception Volunteer

Reports to: This position reports to the Centre Manager.

Hours: Current Reception days and hours are:
Monday 10.00am – 3.00pm
Wednesday 10.00am - 3.00pm
Thursday 10.00am – 3.00pm

Description: This position is located at the reception desk and performs administrative activities as required.

Prerequisites: Police and Working with Children's Checks. Interest in developing administration skills, an interest in customer service duties and administrative work.

Main Duties:

- General customer service and administration
- Referrals to our programs, projects, and appropriate delegates of Community Hub.
- Bookings for the Community Learning Centre
- Printing and HUBGaming Enterprises
- Other tasks as outlined in the Reception Manual

Skill Development Opportunities:

Performing in this role you will gain skills in customer service, communication, Microsoft Office software applications, file management, teamwork, time management and general work experience in the community service sector.

Potential Employment Pathway:

With additional training, this role can lead to employment or traineeships in administration or customer service. This role will also build a foundation of knowledge in community service and general work readiness skills.