



Role: Receptionist (Afternoons)

New Wortley Community Centre are looking for volunteers to help deliver good quality customers service and support on the reception area.

What we are looking for:-

- Someone who is friendly and polite
- Willing to commit to an afternoon per week at least
- Happy to go on training as part of the volunteer role
- Wants to help others and make a difference
- Good at managing their time

What tasks are included?

- Answering the phone and responding to calls
- Managing reception area
- Signing people in and out of the building
- Passing on relevant information to the right people
- Keeping reception area clean and tidy
- Helping to promote services with the community centre
- Setting up rooms ready for bookings

What skills can you learn?

- Customer service skill
- Communication skills
- Information sorting
- Signposting skills

If you are interested in this role, please speak to Tendai Nkala or Rebecca Houlding contact via email or phone.

Phone: 0113 279 3466 e: tendai.nkala@newwortleycc.org