

## Reception Volunteer Position Description

**Time Requirements:** Minimum six-month commitment; 2-3 hours per week

**Reports to:** Administrative Assistant and Volunteer & Respite Program Manager

### Responsibilities:

- Greet the public
- Answer and forward calls
- Provide information about Alzheimer's San Diego programs and services
- Answer questions about Alzheimer's San Diego programs and services
- Direct questions to appropriate staff person or program
- Maintain hospitality area
- Help with lending library
- Assist with light office work and projects as assigned

### Skills & Qualifications:

- Weekday availability between 8:30 AM to 5:00 PM
- Friendly, positive, professional demeanor
- Excellent verbal communication skills
- Ability to learn information about Alzheimer's San Diego
- Maintain confidentiality
- Ability to work cooperatively with staff and volunteers
- Reliable and flexible, and maintain a professional appearance

### Requirements & Training:

- Background check (Alzheimer's San Diego expense)
- Complete paperwork
- Complete training program

**Attire:**

- Business casual
- No jeans, shorts, flip-flops or casual T-shirts