



phone 858.492.4400 | www.alzsd.org
3635 Ruffin Road, Suite 300, San Diego, CA 92123

Reception Volunteer Position Description

Time Requirements: Minimum four-month commitment; three (3) hours per week

Reports to: Office Manager and Director of Social Programs & Volunteers

Responsibilities:

- Greet the public
- Answer and forward calls
- Monitor and answer Live Chat inquiries
- 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 during business hours (8:30am to 5:00pm)
- 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-shirt