



Front Desk Reception (Volunteer) Role Description

Are you interested in working in a community based family support service, helping to build a safer community for families in the Sutherland Shire? Do you enjoy meeting new people? Then you may be interested in a volunteer role at Sutherland Shire Family Services.

The role would involve welcoming and directing clients to the many services offered at our centre as well as general office tasks. Additional tasks may also be required if they arise. We value our volunteer's time and willingness to contribute, so this is a flexible role and open to negotiation upon application.

Time required: 4 to 6 hours per week

Knowledge, Skills and Abilities

- Welcoming and personable personality
- Ability to connect and engage with the general public
- Good written and verbal communication skills
- Ability to follow oral and written instructions

Helpful experience

- Some experience in general office responsibilities and procedures
- Some experience in reception
- Knowledge of the principles and practices of basic office reception
- Ability to work well either alone or as part of a team

Please note that this position is subject to a current Working with Children Check.

If this sounds like you, we would love to hear from you. To apply please send through an e-mail with your CV and a cover letter attached in pdf format to info@ssfs.org.au.

If you would like any more information about this role just give us a call.

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