

Bissell Centre Volunteer Job Description

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| Job Title | In-Take Reception Volunteer |
| General Description | Assist in welcoming community members, answering general inquiries and performing light administrative tasks |
| Skills | <ul style="list-style-type: none"> • Must be familiar with the inner city and issues of poverty • Should be comfortable working with people who may be intoxicated or have substance abuse issues • Must be patient, non-judgmental and open-minded • Must be able to work under pressure in a busy environment • Reliable and a team player |
| Responsibilities | <ul style="list-style-type: none"> • Assist receptionist with maintaining a welcoming environment • Provide relief for regular receptionist (lunch coverage 12:00pm-1:00pm) • Greet clients, answer general inquiries or refer to intake worker during appropriate hours • Provide referrals to other agencies as needed • Receive donations (gifts-in-kind only) on occasion and direct visitors to appropriate departments • May perform general clerical duties such as photocopying, word processing, and maintaining a resource list |
| Commitment | <ul style="list-style-type: none"> • Minimum 3 shifts per week • Anytime between 8:30am-4:00pm Monday-Friday (Shift times are negotiable) |
| Training | <ul style="list-style-type: none"> • Orientation to Bissell Centre • On-the-job training from supervisor |
| Screening Measures | <ul style="list-style-type: none"> • Application form, police information check, interview and reference checks |
| Benefits | <ul style="list-style-type: none"> • Opportunity to gain valuable work experience dealing with inner city community members |

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