



The Cathedral Center

A Nonsectarian Agency for Women and Families

Volunteer Position Description

Job Title: Front Desk Receptionist

Duties: Answer and direct phone calls from clients, agencies, and donors. Help with mailings and other clerical duties as needed. Receive and log donations. Answer the door.

Qualifications: A calm disposition and the ability to multi-task and work independently. Basic computer skills are a plus. Must be able to maintain client confidentiality, and pass a background check.

Commitment required: At least one day per week, ongoing.

Day/time volunteer required: 3-4 hour shift, Monday thru Friday, between 9 a.m. and 5 p.m.

Benefits: Your presence at the front desk will allow the administrative assistant and the case managers to do their jobs more efficiently. You will be the first person donors, clients, and visitors speak with, and will have the opportunity to welcome all who come through the doors.