



# Ignatius Jesuit Centre

*A Place of Peace*

## **Volunteer Receptionist**

Reports to: Office Manager

**Department:** Administration

**Purpose:** The volunteer will assist by covering the front desk, greeting clientele in a professional and courtesy manner.

### **Tasks, Duties and Responsibilities:**

- Answering phone and redirecting calls
- Redirecting email inquiries
- Greeting visitors
- Distributing mail
- Handling payments of retreat registration
- Processing donations and book sales
- Filing
- Accepting deliveries and arranging for courier pick-up

### **Qualifications/Skills/Requirements necessary for the position:**

1-2 year office and receptionist experience  
Microsoft 2007 or MS Office Suite 2010  
Customer service experience

### **Time Commitment (hours per day/week/month):**

12 hours a week

### **Benefit to Volunteer:**

- An invitation to the IJC staff Christmas luncheon
- One gratis weekend retreat annually
- Up to three Days of Quiet (refer to program brochure for more details)
- The monthly Ignatius E-Newsletter

### **Benefit to Organization:**

A professional and welcoming person at reception is the first point of contact; they will set the tone for anyone visiting the property and needing assistance.