



# Ignatius Jesuit Centre

*A Place of Peace*

## Front Desk Volunteer

Reports to: Office Manager

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

### Main Tasks and Responsibilities

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

### Qualifications/Skills/Requirements

- 1-2 year office and receptionist experience an asset
- MS Office Suite 2010
- Customer service experience

**Time Commitment (hours per day/week/month):** 3-5 hours per week

### Benefit to Volunteer:

- An invitation to the IJC staff Christmas luncheon
- The monthly Ignatius E-Newsletter
- Gratis meals when available
- Meeting people from around the world who come to the Ignatius Jesuit Centre

**Benefit to Organization:** Help in setting a welcoming tone for all visitors who come to the Ignatius Jesuit Centre and assistance with basic administrative work.