



Position	Reception Coverage Volunteer
Purpose	To assist LFCDG with reception duties and manage our front desk on a daily basis during lunch time hours.
Benefits	Excellent opportunity for someone looking to gain office experience
Tasks/ Duties	Greet and welcome guests as soon as they arrive at the office Direct visitors to the appropriate person and office Answer, screen and forward incoming phone calls Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures) Provide basic and accurate information in-person and via phone/email Receive, sort and distribute daily mail/deliveries Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
Commitment	Monday to Friday 11am-130pm Available one day a week Able to commit to the same day once per week for six months
Qualifications	Proven work experience as a Receptionist, Front Office Representative or similar role Hands-on experience with office equipment (e.g. fax machines and printers) Professional attitude and appearance Solid written and verbal communication skills Ability to be resourceful and proactive when issues arise Excellent organizational skills Multitasking and time-management skills, with the ability to prioritize tasks Customer service attitude Valid Criminal Record and Judicial Matters Check (endorsement letter provided)
Training	On going
Supervisor	Reception
How to Apply:	Please contact Evelyn Marshall at emarshall@dogguides.com or volunteer@dogguides.com

All volunteers are expected to act in accordance with the policies and values of Lions Foundation of Canada Dog Guides. Volunteers are expected to maintain a positive team attitude with staff and other volunteers in the performance of their duties. Dogs must be treated with kindness and respect at all times, any sign of abuse may result in immediate dismissal.