

## Volunteer Receptionist

### Purpose:

A Volunteer Receptionist will join the Agency in strengthening onsite, in-person services to the community we serve. The receptionist is expected to interact with community members and clients and maintain the visitor logbook.

### Agency contacts:

Ashley Creese, Volunteer Services - [acreese@camarin.org](mailto:acreese@camarin.org)

Shuddha Butler, Executive Office Manager - [sbutler@camarin.org](mailto:sbutler@camarin.org)

### Responsibilities and duties:

- Welcome and greet visitors in a polite and friendly manner.
- Maintain the reception and other Agency common areas according to local, state, federal, and Agency social distancing guidelines and periodically sanitize high touch surfaces.
- Ability to assist clients with completing health screening form and demonstrate proper health and safety protocols.
- Complete administrative tasks as assigned (i.e. providing Agency resource materials to clients, assembling resource packets)
- Communicate with Agency personnel appropriately.
- Adhere to Agency privacy and confidentiality standards, and code of ethics.
- Communicates with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.

### Time commitment:

- Tuesday, Wednesday, and Thursdays: 9:45am - 2:15pm

### Required skills and qualifications:

#### Skills & Qualifications

- 18+ years of age
- Customer Service experience desired
- Ability to engage with the public in an empathetic, culturally responsible manner
- Basic technical knowledge (i.e. iPad, Microsoft Office, walkie-talkie)
- Organized, creative, and detail-oriented

- Verbal communication skills
- Demonstrate a positive attitude and welcome a collaborative work environment
- Proficiency in English; proficiency in Spanish preferred

**Benefits to volunteer:**

- Volunteer for Marin County's largest nonprofit social services provider
- Assist Community Action Marin with embodying a whole-family approach
- Professional development
- Make a tangible impact within the community
- Fun, inclusive, and engaging work-environment

**Location:**

- 555 Northgate Drive, San Rafael, CA 94903

**Reasonable Accommodations:**

This opportunity may involve physical demands (e.g. climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.