

Reception Volunteer

Riverdale Immigrant Women's Centre (RIWC) is a charitable organization with a mandate to serve those facing diverse barriers in their community.

RIWC is seeking volunteer receptionist trainee(s) to provide community based support services to newcomers in the Riverdale area. We encourage applications from diverse cultural backgrounds including Canadian-born citizens, visible minorities, people with disabilities and men. **We are currently looking for volunteers to commit to at least one 4 hour shift (Typically 9-1 or 1-5) for a minimum of 3 months.** Your hours will be counted and you will receive a reference letter at the end of your time with us if requested. **We accept applications from those 16 years old or older.**

Responsibilities:

- Greeting visitors and clients in a friendly manner
- Answering calls and referring to appropriate staff
- Recording and relaying messages to staff in a timely manner
- Managing sign-in logs and other administrative files
- Keeping reception area clean, organized and presentable
- Replying to reception e-mails; collecting and distributing faxes
- Make copies, produce or create brochures, fliers and other documents in accordance with skills, assemble blank files, organize office supplies; file information or documents; greet visitors.
- Respect confidentiality of service users, staff and others who come to Riverdale Immigrant Women's Centre.
- Assisting the Receptionist in making and keeping track of schedules
- Receiving mail/packages and arranging courier services as needed
- **Flexibility and taking of initiative are greatly appreciated**
- Other tasks as assigned

Qualifications:

- Proficiency in MS Office, internet, and email is essential
- Ability to interact positively with unique individuals of all ages, genders, religions, cultures, ethnicities, attitudes, beliefs and other characteristics without discrimination
- Excellent communication and organizational skills
- Detail-oriented
- Ability to multi-task

If you are interested and available for the shifts specified, please send your resume to daniela@riverdalehub.ca, only those selected for an interview will be contacted.

Riverdale Immigrant Women's Centre is an equal opportunity organization. Applications for this volunteer position are accepted and reviewed on a continuous basis.