

CRE& Triage Worker Level 1 Volunteer Position Description v0.01

Organization: Computer Recycling Education & Training

Job Title: Receptionist

Objectives: Receptionist is a liaison to the public. The receptionist should make a positive and accurate representation of CRE&T to the public.

Duties and Responsibilities: Receptionist will answer the phone and emails, and forward messages to the appropriate parties. Receptionist will initiate contacts with outside businesses. Receptionist must acquire a clear view of our overall mission and how we go about implementing it.

Qualifications and Requirements: Applicant must learn the basics of how CRE&T is organized and which personnel are in which positions. Applicant will need to become familiar with our Calendar of Activities and Events. Applicant should be outgoing and friendly and have a positive attitude.

Lines of Communication: You will work under the direction of our Store Manager.

Orientation and Training: A training period will be provided outside of normal CRE&T business hours. This training will be under the guidance of the Store Manager.

Times Needed and Place of Work: 3 hours per day on business days during normal business hours, Thursday, Saturday, and Sunday. Additional one or two hours of orientation before the work commences.

Commitment Required: A minimum of 3 hours per week is required for a minimum of 8 weeks.

Benefits: This job gives a chance to have positive contact with the public.

Frustrations: Ongoing work. Receptionist should be able to deal with customer complaints and harangues.

Satisfactions: A receptionist is often our first point of contact with the public. Anyone in this position has a chance to have a huge positive impact for us, and thereby contribute to our overall mission.