



SWESA Volunteer Administration

Position Overview

SWESA Reception at Blue Quill is the first point of contact and the face of the organization for all members, non-members, and visitors. You will handle all the front desk duties with accuracy, and have a friendly, positive manner. Previous administrative and computer skills are preferred in this position.

Location: Blue Quill Community Centre/Yellowbird Community Centre

Reports To: Business Manager/Program Coordinator

Training: Manual will be provided. On the training and job shadowing

Responsibilities:

Greet members, non-members, volunteers and visitors to SWESA office

Assist new members when joining SWESA

Assist current members with questions about their membership

Renew memberships for current and lapsed members

Process payments and donations

Assist the Program Coordinator with set up/tear down and attendance of activities scheduled in Blue Quill's location during their shift

Assist staff with filing, mail outs and other related duties

Monitor sign in book and keep the office doors secure when not in the office or alone in the office

Maintain a clean and safe reception area

Shift Times: 9:30am – 12:30 pm, 12:30pm – 3:30pm Monday to Friday (No Stats)

Volunteer must commit to an AM and/or PM shift one day a week for minimum one season of programming (example, Fall).