

Volunteer Job Description

Position – **Neighbor Up Brevard** **Receptionist**



Purpose: Neighbor Up Brevard seeks volunteers to serve as receptionists, supporting the mission of the organization as they represent the organization to the public who visit or contact the organization's main offices Monday-Friday, 9-6:30. This position also welcomes the children who come to the Dorcas Outreach Center for Kids (DOCK) daily, affirming their dignity as precious children of God.

Location: The DOCK, 1151 Masterson Street, Melbourne 32935 or
The DOCK Teen Center, 1149 Masterson Street, Melbourne, 32935

Key Responsibilities:

- Answer the main phone line and directs calls
- Greets guests and directs them to appropriate staff
- Greets children, and signs them in using KidTraxx
- Collect and secure cell phones of children
- Helps to prepare bulk mailings

Responsible to: Volunteer Liaison or Neighbor Up Brevard staff

Time Commitment: Weekdays. Greatest need during the school year is 2-6:30p; volunteers needed throughout the day during the summer. Suggested shift commitment is 3-4 hours, one day/week.

Qualifications:

- Attendance at DOCK Volunteer Training session
- Successful background check/fingerprinting
- Love for, and patience with, children and teens
- Friendly, welcoming demeanor

Support: DOCK Director or DOCK program staff will be available to provide guidance

Dress Code: Business casual