



VOLUNTEER JOB DESCRIPTION TELEPHONE RECEPTIONIST

Location	New Hope Center, Inc. 443 Manhattan St., PO Box 189, Chilton, WI 53014
Basic Assignment	One or more individuals available to answer phones.
Requirements	Ability to communicate effectively.
Job Description	New Hope Center is a trusted provider and passionate advocate for people with disabilities in East Central Wisconsin. Volunteer assistance is needed to answer phones, transfer calls, page individuals, and greet visitors. Volunteers having experience in any of the duties, responsibilities, and qualifications listed below are needed.
Particulars	Involve: <ul style="list-style-type: none">• The volunteer determines the amount of time they are able to give.• Times needed may vary throughout the day and day of week.
Responsibilities	Include but are not limited to: <ul style="list-style-type: none">• Dependably to help at times scheduled.• Be a positive role model.
Qualifications	Positive attitude, enjoy working with people. <ul style="list-style-type: none">• Clear voice and friendly phone manner.• Patience and ability to multi-task.• Agree to a minimum 6-month commitment.• Comfortable promoting NHC members and activities.
Orientation and Training	Orientation and ongoing volunteer coaching. Work directly with the administrative and operational staff.
Times Needed	Days/times as approved by the administrative and operational staff.
Comments	Our projects are interesting and fun, as are the people working on them. We need a special volunteer or combination of volunteers to support the work in these group homes. Screening and background checks are completed on all volunteers. For more information, call 920-849-9351 or email volunteer@newhopeinc.org

new hope center, inc