

Customer Service & Front Volunteer

Summary & Objective:

The Corner is a multi-purpose community space that services as a hub that is accessible to all St. James Town residents, where residents can access variety of services such as health, employment, housing, settlement services, and seniors program and after school programs. The space can be utilized community space for a variety for needs. The Corner aims to improve the health, wellbeing, quality of life and personal development of St. James Town Community residents.

The Corner outreach team is important part of the services The Corner provides to St. James Town residents. . The team works proactively to connect the residents to all program and service, through lobby in-house and street outreach.

Responsibilities:

- Greets visitors; provides information
- Answers and directs incoming calls; retrieves and distributes messages
- Assist clients with computer and fax usage & printer
- Able to follow rules, procedures and staff instructions
- Performs general administrative duties

Skills required:

- Welcoming, friendly and polite manner towards visitors and clients
- Willingness to help out with a variety of tasks
- Willingness to support the aims of the event
- Ability to show initiative
- Ability to use a computer for data entry, word processing and internet search
- Good organizational skills and communication skills

Orientation and Training:

Required to attend orientation and ongoing trainings during the volunteer period.

Time commitment:

We require a minimum three month commitment for this position. A minimum regular commitment of three hours per week will be required.

Why volunteer with us?

- Gain needed volunteer hours and certificate
- Gaining personal development experience
- Making a valuable contribution to your community
- Networking and building references
- Building resume
- Meet interesting people and broaden your future employment prospects
- Increased customer service skills
- Opportunity for training and skill development

Apply:

Write to us at opportunities@stjamestown.org / info@stjamestown.org telling us why you want to be an events volunteer at the Corner or you can just walk in and meet us at The Corner.