



## Reception Volunteer (Basic Services)

### Description :

We are looking for volunteers with good interpersonal skills to help deliver basic services in the Drop-In sessions.

### Basic Services are:

- Meal vouchers
- Showers
- Laundry
- Clothing store
- Computers

### The tasks that you might be asked to help with are:

- Welcoming all visitors to Emmanuel House
- Signing visitors in when they arrive at the Centre
- Receive, record, store and distribute post
- Take names for in-house basic services
- Accompanying service users to the clothing store, laundry and shower
- To spend time with service users
- Help visitors access the services
- Help visitors access the internet.

This role may be particularly interesting to people intending to go into social work, health and social or related work.

### When Required :

Mon-Fri: Day 9.15-1.30pm

### Skills and Qualifications :

Some basic admin skills such as using a computer and a telephone are desirable, although training can be provided. Ability to deal effectively with customers and users of the drop-in are essential.