

EMPLOYMENT SKILLS CENTER

Volunteer Receptionist

Description of Duties

- Greet the public
- Answer and forward calls
- Answer basic questions about Employment Skills Center programs
- Complete light office work
- Direct questions to the appropriate staff member

Time Commitment

2 days/6 hours per week

Contact

Mindy Tremblay
717-243-6040 x4427

Employment Skills Center
29 South Hanover Street
Carlisle, PA 17013
www.EmploymentSkillsCenter.org



Requirements

- Friendly and professional demeanor
- Excellent verbal communication skills
- Ability to work with people of many different backgrounds and abilities
- Ability to operate a multi-line phone with training
- Maintain confidentiality
- Ability to work cooperatively with staff and volunteers
- High school diploma or equivalent
- Pass a criminal background check and 2 character references

