



ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: RECEPTIONIST

Commitment

Applications will be considered for volunteers who can commit to a weekly 3.5-hour shift on one of the following days:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	10:00 am – 1:30 pm					8:15 am – 12:00 pm	10:00 am – 1:30 pm
Afternoon	1:30 pm – 5:00 pm					12:00 pm – 3:30 pm	1:30 pm – 5:00 pm
Evening		3:30 pm – 7:00 pm	3:30 pm – 7:00 pm	3:30 pm – 7:00 pm		3:30 pm – 7:00 pm	

Volunteers being considered for this role must be able to attend all training classes and complete all requirements as listed below

Responsibilities

Receptionists play a very important role by:

- professionally greeting and directing the public and vendors who come to CHS before and during normal business hours,
- handling incoming and outgoing surgery appointments,
- informing the public about the basic adoption process,
- answering general inquires about CHS, and completing other administrative tasks as required.

Qualifications

- Have excellent customer service skills
- Can be trusted to work independently and with minimal supervision
- Previous administration and computer experience an asset
- Ability to communicate effectively, both orally and in writing



- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society
- Have an appreciation and respect for animals and the values of CHS

Training

Training is mandatory and will be provided by CHS free of charge

- First Buddy Shift (with a Receptionist Volunteer)
- Second Buddy Shift (with a Receptionist Volunteer)
- How Animals Learn – recommended

Additional Requirements

- Must be 18 years or older
- Attend an interview
- Provide a clear Criminal Record Check. (There is a \$15 - 30 fee associated with this.)
- Signed Agreement & Release form

[CLICK HERE TO APPLY!](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society sincerely appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted. Applicants will receive an update on application status with 3 – 4 weeks of applying.
