

## Receptionist

**Statement of Work:** The Receptionist is a volunteer position to provide reception support for the Women's Recovery Center (WRC). WRC hours are Monday – Friday from 8:30 a.m. – 5:00 p.m. The hours for this position are flexible based on the volunteer's availability and WRC need.

**Supervision:** The position reports to the Executive Director and has no supervision responsibilities for other volunteers.

**Minimum Requirements:** The Receptionist must be well-organized and attentive to detail in order to work with multiple tasks. The Receptionist should also have excellent written and verbal communication skills. Candidate must be proficient in all Microsoft Office functions. Valid Ohio Driver's License is a plus. We will conduct a criminal background check and must be able to pass a pre-volunteer drug-screening.

### Responsibilities:

1. Manages walk-ins at the front desk.
2. Types and creates correspondence, documents, reports, data, and flyers.
3. Helps print urine screening labels for clients at the front desk.
4. Enters data as needed by WRC administrative and clinical staff.
5. Provides administrative support for the clinical team including faxing required confidential reports and copying required intake and treatment packages.
6. Aids with scheduling for transportation programming (when implemented in 2020).
7. Files and organizes filing electronic and paper systems as needed.
8. Answer administrative phone call lines and record and distribute messages.
9. Manage tidiness, presentation, organization of the building. Give feedback to the cleaning company when needed. Tidy any items out of order in all rooms and sort and arrange donations. Clean refrigerator monthly. Coordinate trash pick-up in the parking lot and trash if overfilled before cleaning people come on Wednesday evening.
10. Coordinate any small maintenance and repairs (under \$500).
11. Helps to run outside errands for the WRC and research necessary supplies.
12. Any other responsibilities as needed by the WRC.

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