



Front Desk Volunteer Job Description

MISSION: The Denver Scholarship Foundation (DSF) inspires and empowers Denver Public School students to achieve their postsecondary goals by providing the tools, knowledge and financial resources essential for success.

TITLE OF POSITION: Front Desk Volunteer

SUPERVISED BY: Office Manager, Volunteer Manager

PURPOSE OF JOB: To support our organization by staffing the front desk and greeting visitors. With a staff of 25+ working on behalf of Denver Public School students, we are a busy organization. Unfortunately, after August, 2009, we will have no one to staff our front desk and greet visitors, accept packages, etc. Our phone system has recently been automated, though a steady volunteer would be welcome to learn and answer the phones. Mostly, we don't want to have to keep our front door locked, so we need a volunteer with a sunny disposition to welcome our guests and direct them to the right person!

DUTIES:

- ✓ Attend a DSF Volunteer Orientation session
- ✓ Greet and direct office visitors
- ✓ Accept deliveries
- ✓ Possibly assist with mailings (folding letters, stuffing envelopes, etc.) or other office tasks
- ✓ Pickup/drop off, sort and deliver mail
- ✓ Phone system is automated, but a steady volunteer would be welcome to learn and answer the phones

COMMITMENT REQUIRED: Opportunity available Monday - Friday; 8:00 a.m. - 5:00 p.m. No minimum time commitment, but recurring volunteers appreciated.

QUALIFICATIONS:

- ✓ Must be age 18 or older
- ✓ Friendly and helpful personality
- ✓ Good communication and customer service skills
- ✓ Ability to work independently
- ✓ Reliable, responsible and punctual

ORIENTATION AND TRAINING PROVIDED: Volunteer Orientations are held monthly and are required as an overview and first step for DSF Volunteers. Training on phones will be provided if desired.

LOCATION OF JOB: DSF Office located at 303 E. 17th Avenue, Denver, CO 80203.

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