



Volunteer Job Description - Reception Volunteer

Summary of Position:

The Reception Volunteers will provide administrative support for the operations of the Kelowna Fire Museum and Education Centre.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Clerical and administrative experience would be an asset but is not required.

Responsible To: Director of Volunteers & Donor Relations and Director of Finance & Administration

Primary Responsibilities:

1. Answer phones and greet visitors
2. Book Appointments and tours
3. Keep stationary supplied stocked and order supplies
4. Miscellaneous job duties as required by Directors

Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations and the Director of Finance & Administration to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment: minimum 3 hours per week

Length of Commitment: minimum 3 months

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: June 2009