

Volunteer Opportunity

Position **Part-Time Receptionist**

Organization **Harmony For Youth**

Description

Harmony is an International organization of volunteers dedicated to serving the youth of our community and helping them build self-esteem, through the vehicle of the arts.

Start Date

Immediately

Minimum Age

16 and over

Training Required / Provided (Y/N)

Yes, on the job training will be provided

Time / Duration of Commitment

3 to 4 hours, once per week

1st shift – 9:00 am to 1:00 pm

2nd shift – 1:00 pm to 5:00 pm

3rd shift – 5:00 pm to 8:00 pm (Mon- Wed only)

Minimum - one year commitment

Skills Required

Non-judgmental, punctual and friendly

Good communications skills

Must pass a personal police check

Tasks and Responsibilities

Assist walk-in clients and respond to their questions and needs

Answer the phone and direct calls as required

Xerox and distribute copies of registration forms and newsletters etc.

Location Details ([Map Link](#)) / Office Hours

251 Campbell St.

Sarnia, ON N7T 8A8

Open Monday to Wednesday from 9:00 am to 8:00 pm

Open Thursday to Friday from 9:00 am to 5:00 pm

Contact Information

Contact Person: Mike Taylor, Interim Executive Director

Email: officeadmin@harmonyforyouth.org

Website: <http://www.harmonyforyouth.org/index.html>

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