

## Reception/Administration Assistant Volunteer

### Port Melbourne Neighbourhood House

Organisation name:	Port Melbourne Neighbourhood House
Aim / mission of organisation:	Port Melbourne Neighbourhood House aims to provide a warm, welcoming and supportive environment for local residents, encouraging the meaningful participation of all residents in the social and cultural life of the community and to facilitate the realisation of people's aspirations and interests through the provision of affordable and inclusive courses, projects and groups.
Address:	PO Box 721. Port Melbourne VIC 3207
Phone:	9645 1476
Fax:	9645 4539
Email:	katep@pmnh.org.au
Website:	www.pmnh.org.au
Operating hours:	Monday to Thursday: 10:00am-5:00pm; Friday: 12:00pm-5:00pm

#### Volunteer Position Information

Position title:	Volunteer Reception/Administrative Assistant		
Tasks / duties:	<p>To provide general administrative support for the reception area of the Port Melbourne Neighbourhood house.</p> <ul style="list-style-type: none"> <li>• answering telephones</li> <li>• handling inquiries and enrolments for courses</li> <li>• managing mail</li> <li>• computer work</li> </ul>		
Skills & knowledge:	computer skills including experience with Word, Excel and email (Outlook Express), interpersonal skills		
Special requirements (e.g. police check):	<p>Training to be provided:</p> <ul style="list-style-type: none"> <li>• Orientation to Neighbourhood House</li> <li>• Office procedures</li> <li>• Occupational health and safety training</li> <li>• Administration and Reception training</li> </ul>		
Time commitment:	One shift per week (10am-1:30pm <b>or</b> 1:30-5:00pm)		
Days required:			
Location of position:	Corner of Liardet and Notts Streets, Port Melbourne 3207		
Other comments:			
Contact person:	Kate Power – Acting Volunteer Coordinator	Contact details:	<a href="mailto:katep@pmnh.org.au">katep@pmnh.org.au</a> 9645 1476
Closing date:	ongoing		