

Reception Volunteer
Sacred Heart Mission

Organisation Information

Organisation name:	Sacred Heart Mission
Aim / mission of organisation:	<p>Sacred Heart Mission addresses homelessness and disadvantage by providing a range of diverse and creative services that:</p> <ul style="list-style-type: none"> • ensure people have access to necessities including housing, food and healthcare; • enable people to connect with the community and develop support networks that sustain and nurture their lives <p>We currently have vacancies for volunteers in our op-shops and in reception:</p>
Address:	87 Grey St, St Kilda 3182
Phone:	03 9536 8471
Fax:	03 9525 5798
Email:	genright@sacredheartmission.org
Website:	www.sacredheartmission.org
Operating hours:	Monday-Friday (9-5)

Volunteer Position Information

Position title:	Reception Volunteer
Tasks / duties:	<p>This is a key role within the Mission, responsible for providing support and a welcoming environment at our main reception, along with general and varied administrative support.</p> <ul style="list-style-type: none"> • Promptly attend to incoming calls, and directing those to relevant staff or taking messages. • Attending to answer machine messages and directing messages accordingly. • Greeting clients and Mission visitors at the main reception. • Office duties eg. Typing, filing (as detailed in the Reception Information Manual) • Incoming and outgoing mail daily. • Incoming and outgoing faxes as required. • Stationery ordering & distribution. • Providing administrative support to assist other departments, such as fundraising.
Skills & knowledge:	<ul style="list-style-type: none"> • Stationery ordering & distribution. • Good Interpersonal skills • Computer skills • Punctuality • Attention to detail • Initiative

	<ul style="list-style-type: none"> • Reliability • Enthusiasm • A sense of fun 		
Special requirements (e.g. police check):			
Time commitment:	Minimum requirement of 4hrs per fortnight		
Days required:	Monday, Thursday and Friday		
Location of position:	Sacred Heart Central- 87 Grey St, St Kilda 3182		
Other comments:			
Contact person:	Gerardine Enright (Volunteer Co-ordinator)	9536 8471	genright@sacredheartmission.org
Closing date:	ongoing		