Reception Volunteer

Riverdale Immigrant Women’s Centre (RIWC) is a charitable organization with a mandate to serve those facing diverse barriers in their community.

**RIWC is seeking volunteer receptionist trainee(s)**to provide community based support services to newcomers in the Riverdale area. We encourage applications from diverse cultural backgrounds including Canadian-born citizens, visible minorities, people with disabilities and men. **We are currently looking for volunteers to commit to at least one 4 hour shift (Typically 9-1 or 1-5) for a minimum of 3 months.** Your hours will be counted and you will receive a reference letter at the end of your time with us if requested. **We accept applications from those 16 years old or older.**

**Responsibilities:**

* Greeting visitors and clients in a friendly manner
* Answering calls and referring to appropriate staff
* Recording and relaying messages to staff in a timely manner
* Managing sign-in logs and other administrative files
* Keeping reception area clean, organized and presentable
* Replying to reception e-mails; collecting and distributing faxes
* Make copies, produce or create brochures, fliers and other documents in accordance with skills, assemble blank files, organize office supplies; file information or documents; greet visitors.
* Respect confidentiality of service users, staff and others who come to Riverdale Immigrant Women’s Centre.
* Assisting the Receptionist in making and keeping track of schedules
* Receiving mail/packages and arranging courier services as needed
* **Flexibility and taking of initiative are greatly appreciated**
* Other tasks as assigned

**Qualifications**:

* Proficiency in MS Office, internet, and email is essential
* Ability to interact positively with unique individuals of all ages, genders, religions, cultures, ethnicities, attitudes, beliefs and other characteristics without discrimination
* Excellent communication and organizational skills
* Detail-oriented
* Ability to multi-task

If you are interested and available for the shifts specified, please send your resume to [daniela@riverdalehub.ca](mailto:daniela@riverdalehub.ca), only those selected for an interview will be contacted.

**Riverdale Immigrant Women's Centre is an equal opportunity organization. Applications for this volunteer position are accepted and reviewed on a continuous basis.**