



Kamloops and District Elizabeth Fry Society

Title: Volunteer Legal Services Receptionist

Reports to:	Human Resources & Operations Coordinator
Status:	Part-time, min 4hrs / week

Posting Date:	March 6, 2019
Start Date:	April 1, 2019

Job Summary:

Provide a variety of reception and clerical duties for the Legal Services office for a minimum of 4 hours a week. Office hours are Monday to Friday 8:30am – 4:30pm, closed for lunch between 12pm-1pm.

Essential Duties and Responsibilities:

1. Handle all switchboard calls, transfer calls to appropriate personnel, open and close answering service, and retrieve messages
2. Respond to routine queries with regards to the Society and legal aid. Inform callers as to what services we provide
3. Maintain a polite and professional manner
4. Provide clerical support
5. Ensure that reception area is maintained in a clean and tidy manner

Education and/ or experience:

Able to communicate well with staff, volunteers, contractors, businesses, other service providers and community members from a variety of backgrounds and experiences;

Well organized;

Knowledgeable and experienced with Microsoft Office applications and other computer programs;

Comfortable with the use of social media; and

Proficient in operating office equipment;

Ability to work independently and with a team.

Ability to maintain confidentiality

Additional Information

A criminal record and *Criminal Records Review Act* check is required

If you are interested in this volunteer position please contact janelle@kamloopsefry.com or call 250-374-2119 ext. 204 for an application.