

## POSITION: Front Desk Receptionist/Greeter

<b>Purpose of Position:</b>	As the welcoming face to our center, this is one of the most critical positions. We are looking for an enthusiastic and outgoing person to welcome our patrons, answer phones, and provide excellent customer service. Are you that person? If so we would love to hear from you.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Cash handling</li> <li>• Computer skills are required</li> <li>• Ability to communicate both verbally and written</li> <li>• Multitasking skills</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Greet patrons</li> <li>• Answer phones</li> <li>• General office support</li> <li>• Special projects as assigned</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• On-site training will be provided</li> </ul>
<b>Time Commitment:</b>	<ul style="list-style-type: none"> <li>• Must commit to (1) 3 hours per week for a total 5+ months</li> </ul>
<b>Available Shifts:</b>	<ul style="list-style-type: none"> <li>• Current shifts available:            Tuesday morning 9am-1pm            Monday, Thursday and/or Friday afternoon 1pm-4:30pm            Subs also needed</li> </ul>
<b>Length of Commitment:</b>	<ul style="list-style-type: none"> <li>• 5+ months commitment is requested</li> </ul>
<b>Site/Station:</b>	<ul style="list-style-type: none"> <li>• San Mateo Senior Center, 2645 Alameda de las Pulgas</li> </ul>
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Amber Shong, Community Services Coordinator 650-522-7493</li> </ul>
<b>Apply Online:</b>	Interested? Visit <a href="http://www.cityofsanmateo.org/volunteer">www.cityofsanmateo.org/volunteer</a> and complete your online application. Complete the <a href="#">Citywide Volunteer Application</a> and in the <b>Assignment Preference</b> section choose: <b>P&amp;R: Front Desk Receptionist</b> in the pull down menu.

Sign-Up for Email “Notify Me” Updates on other new citywide volunteer opportunities at [www.cityofsanmateo.org/volunteer](http://www.cityofsanmateo.org/volunteer)

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