

# CAMBRIDGE & DISTRICT CAB



## RECRUITING CAB VOLUNTEERS

### RECEPTIONISTS

**A demanding but essential key role in the bureau.**

We want to recruit more volunteers to help us with our reception duties. If you are interested you will need good people and communication skills, lots of patience and be able to help clients face-to-face and over the phone.

You will need to have computer skills as our appointments and information systems are electronically held.

Receptionists usually work in pairs with one taking main responsibility for entering clients registration data onto the system (or searching for the details of existing clients). The other will meet and greet clients, take phone calls and liaise with the advisers and Duty Workers over appointments and other matters. Some functions are carried out by both, depending on how busy the office is.

If you think you have the skills or the ability to fit in given some training, please let us know.

Most receptionists give us half a day per week, but more is always welcome.

*In return you may like to know that lots of people who have volunteered at CAB find that the skills and experience gained help them into paid employment. Most employers recognise that volunteering at CAB gives valuable work place experience.*