



**DELHI COMMUNITY
HEALTH CENTRE**
...rooted in the community

Delhi Community Health Centre
105 Main Street, Delhi ON N4B 2L8
226-549-4004 Ext. 262
lisa@dchc.ca
www.delhihealth.ca

FRONT-DESK RECEPTIONIST

VOLUNTEER POSITION

Duties and responsibilities:

Front desk receptionists provide telephone reception for the clients, associates and staff of the Delhi Community Health Centre DCHC. Duties include operating a telephone, maintaining call records, providing basic information about the organization and making warm transfers for clients to the appropriate department.

Front-desk shifts are flexible within the DCHC office hours: Monday to Friday, 9am to 5 pm. Volunteers may select from two 4-hour shifts per day, minimum one 4-hour shift per week (if still available); no maximum.

Required Skills:

Advanced oral and written English

Daytime availability

Ability to communicate in a positive, polite and respectful manner

Ability and initiative to perform duties under minimal supervision

Additional Skills:

Ability to communicate effectively with different cultural groups

Ability to be trained to use a multi-line phone

To Apply:

Please fill out a Volunteer Application form available for download on our website www.delhihealth.ca and email it to our Executive Director, Lisa Lesnicki-Young at lisa@dchc.ca to apply this position.