



## Volunteer Position Description

### FACETS

<b>Location</b>	Main Office, 10640 Page Ave, Suite 300, Fairfax, VA 22030
<b>Position Title</b>	<b>Front Desk Volunteer</b>
<b>Purpose</b>	Volunteers are needed to assist with day to day function in FACETS main office and greet visitors and clients when they visit or call the office.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assisting with clients, including answering phone calls and scheduling appointments</li> <li>• Receiving mail, donations and packages</li> <li>• Some data entry or filing</li> <li>• Maintain the front desk and lobby of the office</li> </ul>
<b>Time Commitment</b>	<p>On-going, must be able to commit to 3 months of service</p> <p>At least 4 hours a week, Shifts are 9:00 – 1:00pm and 1:00pm – 5:00pm</p>
<b>Supervisor</b>	Director of Operations
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must work well with others and have good oral communication skills</li> <li>• Bilingual volunteers are encouraged, but not required</li> <li>• Ability to use Microsoft Office programs, not a requirement</li> <li>• Patience and a passion for assisting individuals suffering the effects of poverty</li> <li>• Must be age 18 or older</li> </ul>
<b>Training</b>	Will be provided
<b>Appointed by</b>	Volunteer Manager