



1710 E. Pikes Peak Ave., Suite 100
Colorado Springs, CO 80909
Phone: 719-473-5557
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Web Site: www.HarborHouseCo.org

VOLUNTEER RECEPTIONIST POSITION – 20 – 25 hours per week

SUMMARY OF POSITION:

Professionally and efficiently attend to visitors and deal with inquiries on the phone and face to face.

DUTIES AND RESPONSIBILITIES:

- Answer phones, providing information and direction to callers and route accordingly
- Take and relay messages
- Greet individuals entering organization

- It would be advantageous for this person to exhibit empathy and patience, be discerning and assertive and have some understanding of the homeless and addictions community.

- Good interpersonal skills, able to speak clearly and professionally with people in person and over the phone.

If you are interested in the above volunteer position, please contact Elaine Firestone. Email resume to efirestone@harborhouseco.org or fax to 719-473-6442