

# *Become an Office Volunteer*

**Our Offices are open Monday to Friday 9am-4pm**

**Do you have...**

- A pleasant approachable personality
- A sense of responsibility and understand confidentiality
- A helpful and caring manner
- An office background
- An ability to work on your own initiative
- Sensitivity to mobility needs of client groups

**Let us help you gain or improve your...**

- Computer Skills & Record keeping
- Communication skills (by phone and in person)
- Curriculum Vitae
- Ability to prioritise and obtain organisational skills
- Knowledge of the local area.

**Duties could include...**

- Meeting and greeting people who come into the centre
- Answering the phone, taking messages/bookings
- Registering memberships
- Photocopying, laminating, printing, filing
- Dealing with small amounts of money
- Basic computer input

**We are looking for people who will...**

- Be self motivated and sensitive to the needs and wishes of visitors and colleagues.
- Work in a helpful, caring, confidential manner, within the aims and objectives of Mid Devon Mobility

*Purpose of role: To provide, a friendly and understanding first point of contact for users of Mid Devon Mobility.*

