



POSITION DESCRIPTION

Position title: Volunteer - Reception / Administration

Location: 36 Belvedere Road & 151 East Rd, Seaford 3198

Reports to: BCC Manager

Background: Belvedere Community Centre (BCC) offers a welcoming place helping to create a connected and confident community.

Position objective: To assist the Manager at BCC with day to day activities.

Key responsibility areas:

- Meeting and greeting clients
- Answering phones
- Computer work as required – data entry, typing, updating files
- Various administrative tasks as directed by staff
- Collecting money, writing receipts, updating spreadsheets, using POS equipment
- Setting up & packing up rooms for classes
- Keeping office, rooms and waiting areas clean and tidy
- Replenishing tea, coffee, bathroom supplies etc
- Updating noticeboards and community information access

Requirements for the job:

- Excellent customer service skills
- Friendly, calm and approachable manner
- Microsoft Office literate
- Working knowledge and experience of general administrative procedures
- Ability to receive direction and carry out instructions
- Initiative
- BCC will assist to obtain a Working with Children's Check and a Police Check
- Driver's Licence and car preferred as we work from two sites

Days and hours required:

- Mondays and/or Fridays - 9:00am – 1:00pm – days and hours negotiable
- School term only

Expectations:

- That you will notify BCC manager as soon as possible if unable to attend your rostered session

How to Apply:

If you would like to learn more about this opportunity or apply for the position, please contact Meredith MacKenzie, Centre Manager on 9776 8922.