

VOLUNTEER - FRONT DESK POSITION

Position: Front Desk Volunteer

Location: 146 Mississauga St W, Foundation Office

Closing Date: October 14, 2022

Position Summary:

The Front Desk Volunteer is responsible for providing front desk assistance for the Foundation in its daily operations. Acting as the first line of contact ensuring positive donor relations, the volunteer will assist with receiving in-person and over the phone donations as well as support with our Soldiers' 50/50 Raffle purchases (online).

Responsibilities:

- Greeting donors (walk-ins/phone) and receiving donations
- Answering phone and re-directing accordingly
- Assisting with processing Soldiers' 50/50 Raffle purchases (via Soldiers' 50/50 website)

Requirements:

- Basic computer knowledge
- Demonstrated ability to demonstrate through performance, an acceptable level of ethical conduct and strict confidentiality

Shifts Available:

Mon – Fri 8:00am – 12:00pm & 12:00pm – 4:00pm

Employment Equity:

OSMH is committed to diversity and equity in the workplace and welcomes applications from all qualified individuals, including women, visible minorities, Indigenous peoples, persons with disabilities, LGBTQ2S persons and others who may contribute to a diverse workplace.

Accommodation in the Workplace:

Orillia Soldiers' Memorial Hospital is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity, equal opportunity and maintaining a barrier-free selection process for job applicants. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the open position. Applicants need to make their requirements known to the Human Resources department when contacted. All requests are handled confidentially.

To Apply: To be considered for this opportunity, please express interest to Amanda Montroy by phone (705) 325-6464 or email acmontroy@osmh.on.ca by 11:59 pm on the posting close date.