

VOLUNTEERING



RECEPTION ADMINISTRATION

Opportunities: (including brief role description)

This role will involve: Taking responsibility for maintaining the reception area at the Youth Zone and providing a welcoming environment.

Acting as the first point of contact for Youth Zone members, staff, volunteers, suppliers, visitors and the general public including registering new members and taking money.

Ensuring visitors comply with health and safety requirements and safeguarding procedures including the allocation of visitors' badges. Dealing with telephone enquiries, messages, screen and direct calls and visitors.

General admin including spreadsheets and reports

Requirements/ Skills sought: able to work in a busy environment juggling range of tasks, comfortable and confident working with young people. Previous reception and/or administration experience essential.

Hours:

Ongoing commitment needed for a minimum of 8 hours a week. Flexible – Term time - Monday/Wednesday/Friday 3.45pm – 9.15pm. Tuesday/Thursday 3.15 – 8.15. Saturdays 9.30am – 4.30pm. School holidays between 7.45am – 8.15/9.15pm. Specific days/ hours can be agreed to fit in with availability.

Location/Address:

The Way Youth Zone, Wolverhampton, WV3 0NR

DBS Check:

Yes

Expenses:

Yes - travel expenses only

How to apply:

Via website www.thewayyouthzone.org

Other information:

Informal training will be provided.

Our Youth Zone aims to be inspirational, sending a clear message that the young people of Wolverhampton matter as soon as they enter. The Way offers young people the best-in-class facilities and opportunities to access a range of activities. The Way is a brand that reflects the values our Youth Zone represents, which are to be unique, welcoming and diverse and to provide opportunity and support.

THEWAY
An OnSide Youth Zone