

**Title: Front Desk Volunteer**

**Reports to:** Administrative Coordinator

**Hours:** 2.5 hours per week; Choose one of the following shifts:

Tuesday, 9:45am to 12:00pm

Wednesday, 9:45am to 12:00pm

Thursday, 9:45am to 12:00pm

**Role Summary:** The Front Desk Volunteer plays a vital role in creating a welcoming and supportive environment for students and visitors of CMLC. Your responsibilities will include setting up the center, providing hospitality, assisting with light office tasks, and ensuring the space remains clean and inviting.

**9:45 – 10:30 AM | Opening & Hospitality**

- Open the Center and set up for the day.
- Prepare and maintain the refreshments table.
- Welcome and engage with incoming students, offering assistance as needed.
- Foster a warm and inclusive atmosphere.

**10:30 – 11:15 AM | Office Support & Light Cleaning**

- Check in with the Administrative Coordinator for office tasks.
- Complete light cleaning duties from a provided checklist.
- Assist with any additional organizational tasks as needed.

**11:15 – 12:00 PM | Hospitality & Engagement**

- Refresh the refreshments table.
- Continue to greet and assist visitors, engage in conversations with students, encourage a welcoming and supportive space for all students.
- Clean up the refreshment area and other common areas.

**Additional Information:**

- All new volunteers are required to fill out the Volunteer Agreement form during their training as well as track volunteer hours using form provided by the Administrative Coordinator.

**Qualifications & Skills:**

- Friendly, outgoing, and enjoys engaging with people
- Reliable and punctual, able to commit to a regular shift
- Basic tidying and organizational skills
- Able to work independently while maintaining a welcoming environment