



VOLUNTEER RECEPTIONIST APPLICATION

Time: Tuesday and/or Thursday mornings from 8:30 a.m. – 11 a.m.

Position Summary: This position serves as the primary office contact with the public, answering the telephone, greeting visitors, and office organization.

Job Duties:

- Serves as the initial contact for the organization. Presents a positive and professional image to callers and visitors.
- Sorts mail and distributes to appropriate mail boxes.
- Assists in coordinating meeting/room schedules and set/clean up.
- Works cooperatively with staff in mailings.
- Checks inventory of office, bathroom, kitchen, and food supplies, and restocks when needed. Orders additional items as necessary to maintain the necessary quantities.
- Creates monthly reports of department's usage of postage and copies and reorders postage as needed.
- Serves as point-of-contact for printer/copier technical assistance.
- Ensures that all United Way information is held confidential: There is no disclosure of any internal UWBCRR strategic information or volunteer, vendor or donor information.
- Performs other related duties as assigned.

Date available to start:

Days available (check all that apply): Tuesdays Thursdays

PERSONAL INFORMATION

Last name: _____ First: _____ Middle Initial : _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Day Time Phone Number: (____) _____ Home Telephone Number : (____) _____

Please provide any previous names contained on academic or employment records if different than your current name: _____

Have you ever been convicted of, or have charges pending regarding, a felony? Yes No

If yes, please explain: _____

EMPLOYMENT, VOLUNTEER EXPERIENCE & EDUCATION

I am currently:

Employed Full Time Employed Part Time Self Employed Unemployed Retired Student

Current employment: _____ Dates employed: (from) ___/___/___

Position: _____ (to) ___/___/___



Previous employment: _____ Dates employed: (from) ___/___/___ Position: _____ (to) ___/___/___
Highest level of Education completed: <input type="checkbox"/> Less than high school <input type="checkbox"/> High school/ GED <input type="checkbox"/> Some college <input type="checkbox"/> Associated Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree and above School name: _____ Degree (if applicable): _____
List any volunteer experience: _____ _____ _____
REFERENCES
List 2 references (other than relatives) who have known you for at least 2 years. Name _____ Email Address _____ Street _____ City/State/Zip _____ Phone _____ Name _____ Email Address _____ Street _____ City/State/Zip _____ Phone _____
Acknowledgement and Authorization
By signing below, I acknowledge: <ul style="list-style-type: none">• That this is a volunteer position and does not represent an employment relationship.• I may be required to verify any and all information given on this application.• All information given herein is true and complete to the best of my knowledge.• The United Way may contact my prior employers and other references.• A background check and drug testing may be conducted. Signature of Applicant : _____ Date: _____

Please email your completed application to Baylee at bavery@uwbckr.org.