

VOLUNTEER ROLE POSTING AMBASSADOR

Location:

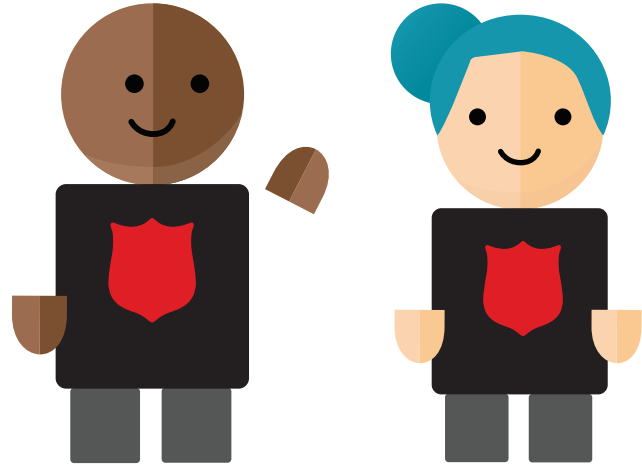
GRACE MANOR 12510 140 AVENUE

Time Commitment:

2-4 hours weekly

Working Conditions:

working in a seniors' residential care facility



Role Purpose Summary:

Are you a friendly, dedicated and organized individual?
Are you looking to gain experience as a volunteer
receptionist greeting guests/visitors to our facility?

In this role you will oversee visitors entering the
building, monitor logbooks, receive deliveries; ensuring
that visitors to Grace Manor are greeted warmly and
directed to the appropriate person or department.

This is the perfect volunteer role for someone who
enjoys answering questions and interacting with a wide
variety of people.

Key Accountabilities:

- Greet visitors with a smile, helping to create a
welcoming environment.
- Be friendly and conversational with residents.

- Ensure that visitors use the logbook to sign in and sign
out of the building.
- Direct visitors to the appropriate resource personnel,
department or area of the building.
- When necessary, ask visitors to wear PPE, use hand
sanitizer and follow the hygiene protocols of the
facility.
- Receive deliveries as needed and inform appropriate
staff.
- Answer the phone and direct calls accordingly.

Time Commitment
2-4 hour shifts, 2-4 times per month
Weekdays 4:30pm to 8:00pm
Saturday/Sunday: 8:00am to Noon
1:00 pm to 4:30 pm.