

Front Desk Volunteer

Our administrative office seeks help with front desk "concierge" duties. If you enjoy interacting and assisting people, and have a real customer service background, then this could be perfect for you! In this role you will greet and direct visitors, vendors, board members, and clients; set up conference room for meetings; and assist with development and fundraising projects. Ideally, we'd like to have morning coverage each day, so more than one volunteer is great. Prior customer service and/or hospitality experience is very helpful, as this opportunity will require helpfulness, patience, and a willingness to assist others. A sense of humor is also very helpful!

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