

<b>JOB TITLE:</b>	<b>PERRYSBURG RECEPTIONIST</b>
<b>PURPOSE:</b>	Serves as receptionist for the Perrysburg office located at 1011 Sandusky, Suite I, Perrysburg, OH 43551
<b>JOB DESCRIPTION:</b>	Answer phones, greet persons who walk in, come for appointments or meetings at Perrysburg office
<b>QUALIFICATIONS:</b>	Must relate well with the public, have good interpersonal skills, have good telephone technique, understand and maintain confidentiality, be able to follow agency guidelines including having a drug screening and background check, have ability to work as a team member, and be able to work independently. Typing, computer and organizational skills would be helpful. Person may bring another activity for their use during down time.
<b>TIME COMMITMENT:</b>	The office is open when clients have appointments. Receptionists are needed during that time. It is suggested that the volunteer sign up for a 4 hour block, according to the counseling schedule.
<b>TRAINING:</b>	Orientation and initial overview will be provided by Kristy Dunlap. A resource folder will be available at the desk with specific information and procedures.
<b>SUPERVISION:</b>	
<b>CONTACT:</b>	Ruth Moeller 419.243.9178; Rmoeller@lssnwo.org

**3/2011**