



**KENDALL COUNTY
WOMEN'S SHELTER**
A Safe Place

**DIRECT SERVICE
VOLUNTEER**

VOLUNTEER SHELTER RECEPTIONIST

Volunteering Location
Shelter

Required Training

Kendall County Women's Shelter Orientation
20 hour Advocate Training
Shelter Tour

Preferred Qualifications

Reception or Customer Service Experience; Strong communication Skills; Human services, Medical, or Mental Health Background a plus.

Role Description

Volunteer Shelter Receptionists will occupy the front desk at the shelter for a shift or two M-F between the hours of 8:30a-4:30p or Weekends 11a-7p to assist with answering phones, the front gate and front door. Volunteer Receptionist will also handle light office duties as needed such as, printing, scanning, shredding and posting flyers. This position is very light on activity, but does require frequent sitting and standing when answering the front door.

