

## The Boys & Girls Club of Greater Lowell



### Front Desk Volunteer

#### Overview:

As a Front Desk Volunteer you will be the first point of contact with members and visitors. Front Desk Volunteers greet guests with a friendly and positive attitude, and assist with inputting membership statuses, using the intercom to call for pick-ups, answering phone calls and directing guests.

#### Responsibilities:

- Scan all members in and out of the building
- Use the intercom system to call for staff and club members who are needed at the Front Desk
- Greet all visitors and provide them with proper identification
- Direct visitors and members to the correct locations

#### Qualifications:

- Excellent verbal communication skills
- Positive and professional demeanor
- Multitasking capabilities
- Ability to work in a fast paced environment
- Good interpersonal skills and communication skills
- Technologically proficient
- Bilingual is a plus but not a requirement

**Hours:** Monday-Friday between 2:00 PM & 8:00 PM- *Must be available at least one day per week.*

Interested?

Please contact the Volunteer Coordinator, Tara Levine at:

Email: [tara.levine@lbgc.org](mailto:tara.levine@lbgc.org)

Tel: (978) 458-4526 x15