



Department of Health & Human Services

VOLUNTEER POSITION DESCRIPTION

Front Desk Assistant Volunteer:

The Position: Volunteer assists to cover the reception area during weekdays at the office building which provides Child Protective Services to the community. Duties include answering phone sand inquires, greeting visitors, assisting with signing in and out of visitor log, locating and notifying staff in building of visitors at the lobby, receiving and distributing mails etc.

Location: 3701 Branch Center Road, Sacramento, CA 95827

Hours: Daily from 8:00 a.m. to 5:00 p.m. with one hour lunch, one 15 minutes break in the morning and afternoon. May volunteer one day per week but must be able to commit to the 8 a.m. to 5 p.m. schedule with a minimum of four months commitment.

Minimum

Qualifications: Punctual and reliable in attendance. Basic computer knowledge and great people and customer service skills. Able to handle down time at times. Must be 18 or older and able to pass criminal background check.

Benefits: An evaluation and work reference can be provided upon request and successful completion of the volunteer assignment. Gain entry level work experience or school credits, support foster children, provide a community service, work in a professional and team environment. Learn about social services in Sacramento County.

To Apply: Send résumé to e-mail address: LiuT@SacCounty.net or contact the Volunteer Services Office at 875-2027 for an application. Positions depend on availabilities.

Questions? Tammy Liu, Volunteer and Student Intern Services Coordinator at (916) 875-2027