



Office Volunteers required

1/2 day per week

We are looking for enthusiastic, supportive and reliable volunteers to support our front office staff.

Session times: **Tuesday** morning 9.45-12pm **or** afternoon 1-3pm

Wednesday morning 9.45-12pm **or** afternoon 1-3pm

Thursday afternoon 1-3pm

Duties:

- Answering incoming calls;
- Dealing with requests from the public;
- Photocopying;
- Signposting people to specialist organisations;
- Giving one-to-one support with - filling in online forms; phone calls; understanding letters, etc;
- Updating notices;
- IT support work - word processing; spreadsheets; record keeping; publicity, etc.

Volunteers would need to have the following:

- Good interpersonal skills
- Ability to work with the public
- Good telephone manner

Gain skills and experience in a local setting with a friendly and caring staff team. Support will be given. Volunteer expenses can be paid.

If you are interested, contact

Elaine Eland – Volunteer Coordinator

Call 0161 872 7795 or email elaine@stjohnscentre.org

or ask at the office

St John's Centre, St John's Road, Old Trafford M16 7GX