

## **Volunteer Position: Information Desk Volunteer**

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**Do you like to engage with others, work with computers and use your creativity to problem solve? Put these skills to work and provide an essential service to Oasis at the same time! Our information desk volunteers staff our office every day and are often the first people that new Oasis participants come into contact with.**

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### **Key Responsibilities**

- Answer calls and emails
  - Check in participants for classes
  - Process participant registrations
  - Stay up-to-date on information about new, changed and cancelled classes
  - Open, sort and process mail
  - Help/provide information to on-site participants and guests
  - Data entry (includes entering volunteer hours, updating contact information, etc.)
  - Assist members and guests in using the online self-registration system for classes
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### **What We're Looking For**

- Strong computer skills
  - Excellent customer service; a warm, friendly and outgoing personality
  - The ability to prioritize multiple tasks
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### **Location & Time Commitment**

- At the Oasis Center (inside Macys Home Store, Westfield Montgomery Mall)
  - The time commitment is 3 hours per week (morning shift is 9:30am-12:30pm, afternoon shift is 12:30-3:30pm)
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### **What We Offer**

- Hands-on training as well as a comprehensive volunteer guide
- An opportunity to be an integral part of the day-to-day Oasis operations.