



Front Desk Support

Volunteer

Location:

Oakland

Concord

Richmond

Position Title: Front Desk Support Volunteer

Supports: Front Desk

Position Summary: We are seeking a friendly and organized volunteer to provide support at our front desk. This role involves answering incoming calls, greeting visitors, and handling general administrative tasks.

Essential Responsibilities:

- Answer and direct incoming phone calls
- Greet and assist visitors
- Provide essential administrative support

Commitment:

- Minimum of two shifts per week, Monday to Friday, between 10 AM-5 PM
- No weekend commitment required

Requirements:

- Must complete a LiveScan background check, paid by Catholic Charities.
- Must complete all required volunteer forms.

Agency Culture: We are committed to maintaining a diverse and inclusive environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age, disability, or genetic information. Our policies, practices, and decisions reflect this commitment to equal opportunity and non-discrimination in all aspects of our operations.

When you volunteer, you are doing good for others and the community,
and that will provide you with a natural sense of accomplishment
and will also give you a sense of pride.