



Volunteer Position Description

Volunteer Position Title: Greeter Volunteer

Date Originally Issued: 11.15

Date Revised: 05.19, 03.20

Date Reviewed:

Role:

This opportunity will provide helpful, supportive and friendly assistance to the visitors and clients at GRCHC.

Responsibilities Include:

- greet and welcome visitors and clients in a friendly manner
- screen all clients and ensure infection prevention and control procedures are being followed
- circulate in the reception area and program corridors
- direct visitors and clients as needed
- escort visitors if requested to the needed services within the health centre

Skills:

- welcoming and engaging nature
- passionate about providing great customer service
- able to work independently
- committed to confidentiality
- cooperative with other volunteers and staff

Time Commitment:

- 1 day/week, Monday to Friday
- 2-4 hour shift
- Minimum 6-month term

Requirements and Qualifications:

- cultural sensitivity and comfortable with our priority high risk groups
- patient, reliable and a genuine interest in the wellbeing of others
- observe all CHC regulations
- experience in mental health/addictions would be an asset

Benefits

- learn more about community health centres
- learn more about community based programming

Key Contacts

In this role, you will be accountable to both fellow volunteers and staff for your work. The following volunteers/staff are your key contacts:

- Director, Primary Care and Community Health

