**New Horizons Front Desk Volunteers**

Brief overview

Working alongside the Support Services Coordinator on the reception desk, this role involves logging members of the centre into the centre, dealing with a cash till, answering telephone calls, and processing membership forms onto our database.

Timings

Minimum 2 hours per week

Location

New Horizons Centre, Guinness Trust Estate, Cadogan Street, SW3 2PF

More information

Volunteers provide much needed assistance on a busy reception desk, dealing with members of the general public and also older members of the community who are members of our centre and coming to us for classes.

Most members are older members of the local community, and volunteering at the centre is an excellent way to feel involved with the local community and provide a local charity with the support it needs.

Computer literacy is a must for the front desk, as it involves registering members for classes on our database. People skills are also very important (and the front desk is a great place to continue developing them) as you can be dealing with multiple member requests at any one time and as a centre we pride ourselves on being friendly and helpful.

Full training will be given by our Support Services Coordinator.

**If you are interested in this opportunity, please contact Fiona at New Horizons on 020 7590 8970**