



## Phoenix Group for Deaf Children

### Volunteer Receptionists

Phoenix group for Deaf Children has an opportunity for volunteer receptionists. We are looking for volunteers to provide a warm welcome to our visitors and to assist in the smooth running and organisation of our building. You will be the first point of contact for people entering our building and so the attributes we are looking for are people who are calm, friendly and reliable with good communication skills. Ideally we need a commitment of at least one half day per week.

Your duties will include:

Managing the signing in book

Signposting visitors

Organising leaflets and information booklets, Assisting in setting up rooms for hirers  
(Other admin duties such as photocopying can be provided if required)

### Volunteer Caretaker

Phoenix Group for Deaf Children has an opportunity for a volunteer caretaker. We are looking for a volunteer who ideally lives close to the Hyde Out Centre who would unlock and lock our building and be the contact during the hiring time for occasional hirers using the building out of office hours. The building is alarmed and so we are looking for someone who has the confidence and ability to set the alarm. Training will be provided.

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