



Job Description

Front Desk Volunteer

Position Description: We are looking for front desk volunteers to join us at Aging Care Connections! Our staff relies on volunteers to help us serve over 8,000 older adults and their families each year.

Under the supervision of the Office Manager, you will:

- Answer phones and transfer calls.
- Greet and help guests walking into the organization.
- Make appointments.
- Be very reliable and able to commit to a weekly schedule.

Qualifications

Skills sought:

Good communication skills

Patience, as we work with older people and people with disabilities over the phone and in person.

Outgoing

Work well with others

Schedule:

Monday afternoon: 12:30p.m. to 4:30 p.m.

Wednesday – 8:30 am. to 4:30 p.m.

Thursday mornings: 8:30 a.m. to 12:30 p.m.

Location:

Aging Care Connections Office,

111 W Harris Ave

La Grange, Illinois 60525

Please contact Jan Walch, Director of Philanthropy and Communications at jwalch@agingcareconnections.org if interested or have any questions.