



Volunteer Opportunity: **Hurst Conference Center Receptionist**
Department/Division: Hurst Conference Center

Contact

Malaika Marion 817-788-7311
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Location

Hurst Conference Center
1601 Campus Dr.
Hurst, Texas 76054
817-581-0044

Qualifications

Must be able to retain knowledge of the Hurst Conference Center and the administrative staff, as well as actively look for ways to help visitors; the ability to effectively communicate information; and the ability to provide full attention to visitors.

Duties

- Provide information and act as a liaison with the various entities housed at Hurst Conference Center
- Provide administrative support functions – editing, collating, and folding of brochures, etc.
- Communicate with Hurst Conference Center management and staff through telephone, written form or in person
- Answer incoming phone calls in a friendly and inviting manner when posted at the Reception desk,
- Provide exemplary customer service
- Greet persons entering the Hurst Conference Center, determine nature and purpose of their visit, and direct or escort them to specific destinations, as needed

Requirements

Minimum age: 18
Time Commitment: Hours are arranged by shifts
AD = All Day 8:00 a.m. to 3:00 p.m.
AM = Morning 9:30 a.m. to 12:30 p.m.
PM = Afternoon 1:00 p.m. to 4:00 p.m.

No Criminal Record

Training

Will be provided as needed

Physical Demands

See, hear, talk, write, walk, sit, stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Volunteer will work inside and be protected from weather conditions. Volunteer will have extensive interaction with the public in person and over the phone.