SPCA HAMILTON/BURLINGTON

HOSPITAL GREETER

Position Summary:

This volunteer is located at the entrance to the Companion Animal hospital and serves as clients' first point of contact on entry. This volunteer assists our medical team by greeting clients and keeping things organized and on track.

Location

245 Dartnall Rd

Time Commitment

Approximately 3 hours per week on Tuesdays or Wednesdays

Tasks:

Mainly greeting clients coming into the companion hospital and giving instructions and directions. Some administrative tasks involving Microsoft Office and Outlook. Training provided on specific software used in the hospital setting.

Skills:

Ideally suited for a friendly face who enjoys meeting people from all walks of life and their stories. Must be kind, compassionate and helpful. Skills using Microsoft word, excel and Outlook are strongly preferred.

APPLY HERE