

Reception Volunteer



Do you like meeting and greeting people? Do you enjoy helping others on the telephone? If so, we would love to hear from you for our Reception role

Be the first point of contact for our clients



We need someone who can provide a warm welcome to our clients ensuring they have signed in and are signposted to the appropriate area.

Other duties include answering the telephone and some administration tasks.

We currently need volunteers for

Michael Sobell Hospice, Northwood

Weekdays from 8.30am to 1pm,
1.00pm to 4.30pm or 5.00pm to 8.00pm

It is important to have a calm and unrushed personality so our patients, relatives and other visitors are felt welcomed and relaxed when entering reception.

The minimum age for this role is 18 years. Relevant induction will be provided.

If you are interested in volunteering, please contact us for a H4All volunteer application form at Volunteerhub@h4all.org.uk or call at 07395 282 825