



## **Lunch Time Reception Volunteer, Toronto Office (Located: Yonge Street / York Mills)**

**Parkinson Canada is looking for a dynamic and friendly volunteer to cover our Receptionist's lunch for a minimum of one day a week (M-F) from 1:00 p.m. – 2:30 p.m. at our Toronto Office, located at 4211 Yonge Street. As a Reception Relief Volunteer, you will have the opportunity to:**

- Gain and further develop your office administration skills.
- Work with a dynamic, skilled group of dedicated volunteers and staff.
- Meet new people and make new connections.
- Help make a difference in the lives of people with Parkinson's disease.

### **Specific Responsibilities:**

- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate staff member.
- Provide callers with address, directions, and other information as required.
- Welcome on-site visitors and announce visitors to appropriate staff member.
- Maintain reception area in a clean and orderly condition, coordinating with other staff as appropriate to pick up deliveries.

### **Knowledge, Skills and Abilities:**

- Reception experience is an asset.
- Bilingual (French / English) an asset.
- Excellent customer service skills.
- Basic computer proficiency.
- Strong communication and interpersonal skills.
- Dependable.
- Ability to work effectively with diverse people.
- Ability to read and interpret documents such as Reception Procedure Manual.
- Commitment to Parkinson Canada's vision, mission and values.
- Provide a Police Record Check (paid for by Parkinson Canada).

### **Time Commitment:**

- Minimum 6 month volunteer commitment, volunteering 1-5 days per week (M-F) as per the volunteer's availability, from 1:00 p.m. – 2:30 p.m.
- Training and orientation will be provided.

### **About Parkinson Canada:**

Parkinson Canada is the national voice of Canadians living with Parkinson's disease. From diagnosis to discovery, we guide the way for Canadians to live well with Parkinson's disease through education, advocacy and support services. Our National Research Program funds innovative research to search for better treatments and a cure. A national registered charity, Parkinson Canada fulfils its mission through the generosity of donors and is an accredited organization under the Imagine Canada Standards Program.

**To learn more about this opportunity, please email Elisabeth Schoep, Volunteer Services Coordinator, Parkinson Canada at [elisabeth.schoep@parkinson.ca](mailto:elisabeth.schoep@parkinson.ca) by August 31, 2017 quoting Reception-Volunteer in the subject line or call 416-227-9700 x3304.**