



United Way
of Frederick County
www.unitedwayfrederick.org

Volunteer Receptionist

United Way of Frederick County is a community change organization and we are on a mission to change lives in Frederick forever. We unite the smartest minds, the biggest hearts, and the most hardworking hands from all walks of life to tackle Frederick's toughest challenges. For more than 75 years, we have continually set and reached ambitious goals, proving that anything is possible when we come together.

ABOUT THE POSITION

We are looking for a receptionist who is available to work one day a week/ 8 hours. It is important that the person is friendly, works well with others, and who is organized. This position is a volunteer position. Therefore, we want to find someone who is enthusiastic about giving back to the Frederick community.

Description of Duties:

- Greet public
- Answer and forward calls
- Answer questions about United Way
- Light office work
- Direct questions to the appropriate staff member
- Maintain a clean and organized waiting room

REQUIREMENTS

Requirements for this position include the following:

- Must be friendly, positive, and professional
- Have excellent verbal communication skills
- Ability to learn information about United Way
- Ability to work with individuals who have various backgrounds and abilities
- Maintain confidentiality
- Ability to work cooperatively with staff and volunteers

HOW TO APPLY

Submit your application to admin@uwfrederick.org with the subject line "Digital Content Internship." Application must include your résumé, brief cover letter, and a writing sample or link to an online sample. PDF is the preferred format. You may also apply online at unitedwayfrederick.org/careers.