

Job Description: – Kennebec Historical Society

General:

The receptionist's primary function is to represent the society to persons visiting during public hours.

Status:

- A part time, volunteer position
- Reports to the volunteer coordinator

Qualifications:

- A society member
- An interest in learning about how the society headquarters functions

Specific Tasks:

- Greet visitors during public hours of the society
- Direct visitors to the appropriate location and volunteer staff person
- Answer telephone calls when there is no administrative assistant present and direct calls to the appropriate staff or take messages as appropriate
- Perform routine filing tasks when visitors are not present
- Regularly log hours worked in the Society Volunteer Hours Log

Time Commitment:

2 Hours minimum

Goals:

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