

fitted for wOrk



Volunteer Meet & Greet Position Description



Fitted for Work

www.fittedforwork.org

03 9662 4289

Document created by Merredith Murphy

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Meet & Greet Volunteer

Key Result Areas and Tasks

Position Title:	Meet & Greet Volunteer
Responsible To:	Volunteer Manager
Responsible For:	Warmly welcoming anyone attending Fitted for Work National Office
Key Result Area and Tasks:	
	Welcoming all visitors, clients, volunteers and staff
	Checking all visitors in using FFW check in QR code and directing them to the appropriate wait area.
	Receiving any clothing donations, mail or other deliveries.
	Other tasks as directed such as sorting, tagging, labelling small items for Dressing Room or The Conscious Closet etc.

Purpose and Values Requirements

- Actively support Fitted for Work’s purpose and values
- Positively and constructively represent our organisation to external contacts in all opportunities
- Behave in a way that contributes to a workplace free from discrimination and bullying behaviour
- Operate in line with Fitted for Work policies and practices
- Follow reasonable directions given by the organisation in relation to Occupational Health and Safety
- To help ensure the health, safety and welfare of self and others working & visiting our space

Key Tasks

- Warmly welcome all visitors, clients, volunteers and staff to ensure they have a positive and comfortable first impression of Fitted for Work
- Use Fitted for Work QR code to check all visitors in, to ensure they are accounted for in the event of an emergency evacuation of the building.
- Ensure clients are made welcome, ask them to wait in reception and let a volunteer or staff member know when each client has arrived for their appointment.
- Escort any visitors to the upstairs lounge area and offer refreshments. Quietly inform the staff member that their visitor has arrived
- Receive any clothing donations and deposit in Donations Bins in The Conscious Closet area
- Receive any deliveries and direct to appropriate person as required
- Follow directions to complete other tasks as required

Essential knowledge, experience and skills required

- Ability to warmly welcome and communicate with a diverse range of people
- Ability to follow direction and take initiative
- Experience in reception role desirable

Personal Attributes

- Friendly, flexible and enthusiastic!
- Ability to work independently
- Willingness to attend to a range of tasks as directed
- Ability to utilise non busy times with own interests

Qualifications and Experience

- Experience in reception desirable
- No formal qualifications required

Commitment

- Minimum 1 x 5-hour shift availability weekly or fortnightly - Hours currently available are 9.30am-2.30pm each weekday



Locations

National Office

513 Bridge Road,
Richmond
03 9662 4289
info@fittedforwork.org

Western Sydney

Suite 1, level 6/85 George St
Parramatta
02 9635 9909
sydney@fittedforwork.org

Websites

Fitted for Work

www.fittedforwork.org

The Conscious Closet

www.theconsciouscloset.org.au

SheWorks

www.sheworks.org.au

Social

Fitted for Work

twitter.com/fittedforwork

instagram.com/fittedforwork

linkedin.com/company/fitted-for-work

The Conscious Closet

instagram.com/theconsciouscloset