



Volunteer Job Description

Volunteer Position Title: Front Desk Greeter

Purpose/objective: The front desk greeter is a non-paid position that will help the productivity of the Open Door Clinic. The front desk greeter is responsible for assisting the Front Desk staff with welcoming the patients in and helping them with check-in.

Location: 1390 Capital Blvd, Raleigh, NC 26703

Key responsibilities:

- Direct patients through the building to get to the clinic.
- Ability to use software for patient check-in
- Ability to maintain client confidentiality
- Be a welcoming and positive representative of the community and mission by having a supportive and non-judgmental attitude.

Qualifications: Moderate computer skills, ability to multi-task, and bilingual skills are helpful but not necessary.

Time commitment: We kindly ask that you commit to at least two shifts per month for at least a year. Shifts are Monday through Thursday.

Monday	Tuesday	Wednesday	Thursday
11:00-2:00pm 2:00-4:30 pm	11:00-2:00 pm 2:00-4:30 pm 4:30 – 7:00 pm	11:00-2:00 pm 2:00-4:30 pm 4:30 – 7:00 pm	11:00-2:00 pm 2:00-4:30 pm

**Front desk greeters can bring a book or something to work on to do during downtime.

Training/support provided: One training will be scheduled to shadow an experienced front desk staff. Volunteer services coordinator/Front Desk staff are available to assist when needed.

Benefit: At the Open Door Clinic, our doctors, nurses, and staff provide quality care to more than 1,500 uninsured adults. You will be making a difference in your community by assisting our patients with seeing their doctor in a safe environment.

Volunteer supervisor: Volunteer Coordinator.