

Volunteer Administrator

Role Title	Administrator Volunteer
Hours	Part -Time
Benefits	£ All expenses covered
Qualifications *	Depends on role
State	OPEN
Recruiter	Kasia Wasilewska

Role Title:

Volunteer – Receptionist

Purpose of the Role:

To act as the first point of contact for visitors and callers to Templesprings and to undertake a range of other administrative tasks as identified by the Centre Manager. You need to have an ear to the ground and be aware of everything that's going on, from knowing which lessons are taking place to co-ordinating deliveries.

Benefits

Flexible Working