



C-Change Scotland supports real positive change in the lives of individuals and families with support needs, regardless of age and personal circumstances.

Volunteer Receptionists

We are looking for a bank of volunteers to cover our Reception desk from 11am til 3pm Monday to Friday.

In this role you will be responsible for giving C-Change and dates-n-mates visitors and callers a friendly and professional welcome.

Duties will include answering the buzzer, letting people in and answering the phone and taking messages.

You will be friendly and smart, a clear communicator and able to take and write down accurate messages, including telephone numbers.

We will ask you to cover reception one day per week.

Training will be provided.

For further information or to apply, please contact:



0141 427 2957



volunteering@c-change.org.uk

Contact us:

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www.c-change.org.uk



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