**POSITION TITLE: Front Desk Volunteer**

**HOURS: Monday-Friday 9am-3:30pm, various shifts available.**

**REPORTS TO**: **Volunteer Coordinator**

Tides of Change (ToC) is a private non-profit organization established in 1982, serving Tillamook County, Oregon, and is the primary community-based advocacy service for survivors of domestic/dating violence, sexual violence, stalking and trafficking. Our services include a 24-hour helpline, a confidential shelter, a drop-in advocacy center, counseling, and therapeutic art and support groups.

**Position Summary:** Front Desk Volunteers perform receptionist duties at the front desk during operating hours M-F 9-3:30pm. This position is responsible for greeting clients and vendors, answering phones, and completing basic office duties.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Tides of Change and are welcomed and strongly encouraged to apply.

**Primary Duties and Responsibilities:**

* Open the locked from door and greet all clients and/or vendors
* Answering multi-line telephones
* Scheduling Appointments
* Managing the flow of connection between advocates and persons needing service
* Copying
* Writing thank you cards
* Preparing mailings

**Qualifications and Skills-Required:**

* Office experience
* An understanding of domestic violence, sexual assault, and oppression
* Ability to work with diverse groups of people including all ages, races, backgrounds, religions, etc.
* Strong communication and collaboration skills
* Must be willing to complete the required 40 hour Domestic and Sexual Violence Training
* Must be 18 and older

**Qualifications and Skills-Preferred:**

* Bilingual in English/Spanish
* Previous completion of a 40-hour Domestic and Sexual Violence Advocacy Training

**To Apply:**

* Complete and submit an application in person at 1902 2nd Street, Tillamook or by email eleanor@tidesofchangenw.org
* Applications can be found on our website or picked up from our office