Title: Welcome Desk Attendant

Department: Human Resources

Type of Volunteer: Project/Ongoing Volunteer

Description

The City of Joplin is looking for volunteers to act as a greeter for the Welcome Desk on the first floor of City Hall.

Duties may include the following:

- Answering a four line switch board for City Hall
- Greeting the public and directing them to the correct location for meetings
- Answering and transferring calls
- Looking up and providing requested information to citizens or staff
- Sorting and filing of documents
- Entering and organizing electronic file media FORTIS
- Working with Excel and Word documents
- Reviewing schedules of all floors for current activities
- Overseeing the Visitor sign-in and ID Badge program
- Use of all general office equipment, phone, fax, copier
- Other duties as assigned