



Volunteer Receptionist Advert

Thank you for your interest in the volunteer receptionist vacancy with the As You Are counselling service. The below outlines what you can expect from the role

Availability

We ask that volunteers commit to at least 2 shifts a month. We are open on Mondays 1730-2100, Tuesdays 1730-2100, Thursdays 1730-2100 and Saturdays 0930-1300.

Role

Our reception team is responsible for our first contact with clients who use the counselling service. Our volunteers support As You Are with essential duties including:

- Contact clients via the telephone to share information about the service
- Schedule assessment appointments for clients wishing to access counselling
- Allocate clients confidential identity numbers
- Liaise with counsellors in the service regarding assessment availability and bookings
- Ensure the counselling database is up to date
- Contact clients via telephone with information about psychoeducational groups
- Contact clients and counsellors via email to confirm scheduled appointments

Benefits

All volunteers within our services are respected, valued and listened to. We welcome the input of volunteers in all aspects of the services, and offer various advantages to being a part of the counselling service:

- Volunteers have access to in house training opportunities (particularly useful for aspiring counsellors and therapists, as well as for those seeking personal development)
- Opportunity to input in the direction and development of a growing service
- Ensuring the local community has access to support and quality counselling
- Expenses for travel can be claimed

We really look forward to welcoming you to the team. Please complete an application form and submit to info@asyouarecentre.co.uk For an informal discussion regarding the role please contact us directly.