

VENTURA COUNTY COMMUNITY FOUNDATION

POSITION DESCRIPTION

Title: Volunteer Receptionist

Hours: 10:00 A.M. – 4:00 P.M.

Job Description:

Position reports to Executive Assistant to the President/CEO.

Answer phones and direct calls to appropriate staff.

Greet and direct visitors to offices and workshops.

Assist with general administrative duties as needed.

Refer to *OUTLOOK* calendar to direct visitors to workshops and meetings.

Qualifications:

Ability to represent VCCF in a professional and courteous manner.

*Please direct your interest to [execassist@vccf.org](mailto:execassist@vccf.org).*