

# Reception volunteer



Our reception volunteers are the first person a client sees when they come into the local Citizens Advice in person.

Reception volunteers greet clients and explain to them how long they might be waiting and what will happen. Reception volunteers also answer the phone, reply to email or post and type up information.



Time commitment: We can be flexible about the time spent and how often you volunteer so come and talk to us.

Volunteering has really improved my confidence and I'm feeling happier in myself. I really like the social aspect of volunteering, as well as

[Full role description available](#)

## What's in it for you?

- Positive community impact
- Communication and IT skills
- Teamworking
- Increased employability
- Challenging and rewarding
- Full training given

I really enjoy working as part of a team and speaking to clients to help them feel at ease.

I've built on some of my IT and communication skills and feel more confident in myself.