

HERITAGE POINTE

Seniors Living in the Jewish Tradition

Volunteer "Check In" Receptionist

About this Role

As a Volunteer at the Heritage Pointe Front Desk, you will be the first face for visitors, staff, and family members! Especially during this COVID-19 time, we will rely on you to create a good impression. The position works in tandem with a staff receptionist, so you'll never really be overwhelmed or alone. Volunteers may select from three 3-hour shifts offered per day. If you would like to work more than one shift or more than one day, that is great, just let us know!

What will I Get to Do?

- Greet visitors in a friendly manner and directing them to the right location
- Use an infrared temperature "gun", take a no-touch temperature of anyone as they enter the building for the first time that day. Includes everyone: caregivers, staff, visitors, family members, and vendors.
- All non-Residents must fill out a short form that records any symptoms and their temperature.
- Monitor those entering and exiting the building
- Keep the reception area tidy
- Provide information about Heritage Pointe activities to Residents

What's in it for Me?

- Opportunities to meet and work with new people---in a safe manner, while following CDC guidelines.
- The opportunity to use existing skills and gain new ones
- Working with Heritage Pointe, which has been a successful nonprofit serving seniors and their extended families as well as the greater community for 30 years.
- Reference Letter: After 30 hours of service, you are eligible for a recognition certificate and reference letter.

What's Expected of Me?

- Happy to make a commitment of 3 hours.
- Happy to volunteer at Heritage Pointe and under the supervision of Heritage Pointe staff
- Have a warm, calm, friendly manner
- Have a responsible approach to health and safety and monitoring. Currently, non-Residents inside Heritage Pointe must adhere to mask-wearing and hand-washing guidelines provided. Masks, sanitizer, and any necessary equipment provided to you free of charge.
- Feedback any concerns to Heritage Pointe staff
- Appear appropriately dressed and well-presented (we are a business casual facility)
- Patience with those who are less able to communicate clearly or less confident

To apply, email [Shelly Malmon, Director of Marketing & Outreach](mailto:Shelly.Malmon@HeritagePointe.org) with your contact information.

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