

VOLUNTEER POSITION DESCRIPTION



WE ARE A COMMUNITY-CONTROLLED ORGANISATION, GOVERNED BY OUR MEMBERS, AND WORKING FOR OUR SEX, SEXUALITY AND GENDER DIVERSE COMMUNITIES

OUR VISION

WE ENVISION A HEALTHY FUTURE FOR OUR SEX, SEXUALITY AND GENDER DIVERSE COMMUNITIES, A FUTURE WITHOUT HIV, WHERE ALL PEOPLE LIVE WITH DIGNITY AND WELLBEING.

POSITIVE LIVING CENTRE RECEPTIONIST

IS THIS YOU?

- Love people & able to communicate effectively
- Basic to intermediate knowledge and experience with computers
- Maturity to comfortably deal with conflict
- Able to problem solve and think on your feet
- Looking for a regular ongoing role

WHAT'S IN IT FOR ME?

- Unique and supportive working environment
- Set shifts with regular staff and clientele
- Relaxed social environment
- Making a difference to the lives of people living with HIV

WHAT WILL I BE DOING?

- Being the front face of the organisation/centre
- You'll mostly be: answering calls, sorting mailing, issuing receipts & booking services
- Recording attendance in client systems
- Additional duties as required
- Supporting administration functions of the PLC

IMPORTANT DETAILS

- Reporting to the Manager of the Positive Living Centre (Commercial Rd, South Yarra)
- Weekly shifts Mon - Fri approx 10am - 4pm
- Police check and Working With Children Check required for this role