



THE SALVATION ARMY

Volunteer Income Tax Clinic

Receptionist/ Greeter

Welcome to our Team

Are you able to demonstrate empathy and compassion, value team work and communicate effectively to others?

Why not join our volunteer team as a receptionist/greeter?

Responsibilities will include:

- Greeting & Directing Clients
 - Answer Telephone
 - Schedule Appointments
 - Send out Reminder Calls
 - Provide Police Check