



Volunteer Opportunity!

Receptionist – Admin Assistant

Community Involvement Programs (CIP) offers a broad scope of programs that help the people we serve live their greatest lives. Our services promote wellness, safety and stability for people who live with severe, persistent mental health issues, physical disabilities and/or intellectual disabilities.

Description: We are seeking a volunteer to assist with our Front Desk and light admin duties on specified afternoons of the week. Tasks will include:

- Creating a positive first impression of the organization at point of entry
- Ensuring that all guests are exposed to a friendly, warm, and welcoming environment
- Demonstrate professionalism towards staff, visitors and people we serve
- Filing and copying files to computer projects

Qualifications:

- Multi-line phone and computer management skills – or able to learn system
- Strong customer service skills
- Desire and flexibility to work either independently or with staff

Training: The Volunteer Coordinator will perform your initial training and then you will receive job specific training from the staff in charge of the job area.

Benefits to Volunteer:

- Observe successful outcomes for persons supported through CIP services
- Receive training in the application of the person-centered model of serving people with disabilities

Commitment and Location: An ongoing activity offered on Monday and Friday afternoons from 2 – 4:30 at our main office branch on 1600 Broadway St. NE. Minneapolis, MN 55413.

Contact: Volunteer Coordinator, Jaime Gjerdingen, cell: 651-690-0691,
jgierdingen@cipmn.org

Print Name _____

Signature _____ **Date** _____

CIP staff signature _____

Volunteers shall be recruited without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age and marital status, status with regard to public assistance or membership in the local Human Rights Commission.



**COMMUNITY
INVOLVEMENT
PROGRAMS**

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