



Reception Desk Volunteer

PBS Kansas is looking for regular volunteers to staff the Reception Desk at our new headquarters at 8710 E. 32nd Street N. As the first point of contact for guests either visiting or calling the station, the **Reception Desk Volunteer** plays a critical role in our mission to enrich our community with quality arts, cultural and educational programs and services that contribute to lifelong learning.

Physical Requirements: Ability to sit for long periods of time, ability to use a phone handset

Duties include:

- Greeting and directing visitors, including guests appearing on PBS Kansas programs, PBS Kansas Members and Donors, PBS Kansas Board Directors, and families visiting the Cochener-Garvey Children's Education & Discovery Center. Make sure they sign in and are connected with the appropriate staff member.
- Answering the main PBS Kansas switchboard and directing calls to the appropriate staff member or department
- Sign for deliveries

Qualifications:

- Excellent customer service skills
- Ability to master phone system, including answering, transferring, and making calls
- Ability to learn the PBS Kansas organizational chart and staff duties in order to assist both in-person visitors and telephone callers
- Ability to commit to one 90-minute shift per week (1:15-2:45pm)

For more information, contact:

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Special Events and Volunteer Manager
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