

## **JBH Foundation Kiosk Representative – Volunteer Job Description**

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**Job Title:** JBH Foundation Kiosk Representative (Volunteer Position)

**Department:** President's Office

**Reports to:** Executive Assistant, Office of the President

**Term:** Ongoing

**Available positions:** multiple

**Hours:** Flexible hours: Shifts between 8:30am – 4:30pm Monday - Friday

### **Job Description:**

The Joseph Brant Hospital Foundation is looking for an outgoing Kiosk Representative for our Foundation's satellite Kiosk located on Level 1 of the Michael Lee-Chin & Family Patient Tower at the Joseph Brant Hospital.

This important volunteer role will be an integral member of the Foundation team and will work to represent the Foundation in a customer service/information capacity. In this role you will actively assist in the promotion of Foundation events, initiatives and answer general questions related to the work of the Joseph Brant Hospital Foundation.

### **Duties:**

- Greet patients, staff, and visitors
- Promote and provide information about the JBH Foundation and on upcoming Foundation events, initiatives, lottery ticket sales, etc.
- Accept donations on behalf of the Foundation
- Provide administrative support from Foundation Kiosk as appropriate
- Assist with stocking/maintaining Foundation promotional materials located at the kiosk
- Extend acceptance and respect to all visitors, patients and staff at all times
- Comply with and respect all JBHF volunteer processes, policies, guidelines, training.
- Other duties as assigned

### **Qualifications:**

- Must be 18 years of age or older
- Exemplary people skills, outgoing and personable
- Sales/Reception/Fundraising background is an asset
- Comfort level with listening to personal stories of interest from JBHF donors
- Strong interpersonal & communications skills
- Ability to work under minimal supervision
- Must submit a criminal record check and immunization record