



Volunteer Receptionist

A warm welcome can set the tone for someone's whole day. As a Volunteer Receptionist, you'll help create a welcoming, inclusive space in our newly refurbished offices. You'll greet visitors, support them to sign in, let staff know when guests arrive, and help keep the reception area calm, tidy and inviting. You may also assist with light administrative tasks, depending on your interests.

This flexible role is ideal for someone friendly, patient and reliable who enjoys helping others feel supported and valued. One weekday morning or afternoon can make a real difference.

**Sensory Services by Sight for Surrey, Bridgehead House,
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Text: 07860 026 269 FaceTime: dutysw@sensoryservices.org.uk
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Registered charity no: 1121949