

Reception & Administration

Reception volunteers have a variety of tasks which include:-

Answering the phone, making drinks, greeting families and visitors at the door, counting money, photocopying, laminating items for the Care Team or Fund-Raising, helping process incoming post and franking outgoing post to mention a few.



The office can be a very busy environment at times so it is important to be flexible and have a good sense of humour and be sensitive to the constantly changing situations which occur during any given day. You can be dealing with contractors one minute, someone who has been bereaved (either families or visitors), or members of the general public bringing in gifts of money or toys the next.

Volunteers help out either mornings (9.00am – 12.30pm) or afternoons (1.30pm – 5pm) Mondays to Fridays inclusive.

We are very grateful to them for their time and could not exist without their dedication.

We also have volunteers who help out in the finance office, processing income and assisting us with developing our systems.