



## CVO East Ayrshire – Role Description

Role Title:	Volunteer Administrator
Responsible to:	Angela Gracie
Where (Location):	East Ayrshire Hospital, Ayr Road, Cumnock
Time commitment:	7 hours every Monday 9am – 4pm
Role description:	Volunteer Administrator (see below)
Main tasks:	<ul style="list-style-type: none"> <li>• Meet &amp; greet clients at main entrance</li> <li>• Scheduling appointments</li> <li>• Completing disclaimer form for new clients</li> <li>• Cash handling &amp; issuing receipts</li> <li>• Updating client appointment record book</li> <li>• Escort the clients to the main entrance after appointment</li> </ul>
Required skills, qualities and experience	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• Cash handling</li> <li>• Good communicator</li> <li>• Organised</li> <li>• Reliable</li> <li>• Patient</li> <li>• Good timekeeping</li> </ul>
Training and support available:	<ul style="list-style-type: none"> <li>• Training will be provided</li> </ul>
Any other Requirements	
Date role created:	26/11/2021