

Reception Volunteer



Do you like meeting and greeting people? Do you enjoy helping others on the phone?

If so, we would love to hear from you for our Reception role.

Be the first point of contact for our clients



We need someone who can provide a warm welcome to our clients to ensure they are signed in and signposted to the appropriate area.

Other duties include answering the telephone and some administration tasks.

We have two locations where we need volunteers, these are:

Harlington Hospice, Harlington

Mondays from 10.00am to 3.00pm
Weekdays from 3.00pm to 6.00pm.

Michael Sobell Hospice, Northwood

Weekdays from 8.30am to 1pm or
1.00pm to 4.30pm or
5.00pm – 8.00pm

It is important to have a calm and unrushed persona where patients, relatives and other visitors are felt welcomed and relaxed, when entering reception.

The minimum age for this role is 18 years. All Relevant induction will be provided.

If you are interested in volunteering, please contact us for a H4All application form at Volunteerhub@h4all.org.uk quoting 'Michael Sobell Hospice' or call at 07738 112491.